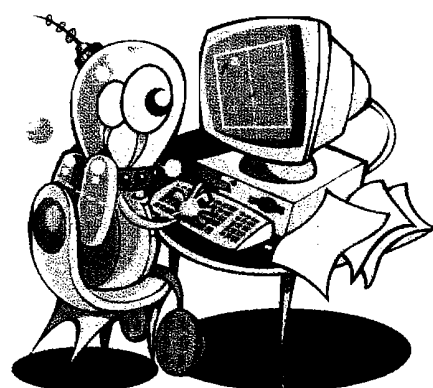


Module 1




Exploring Documents

Learning Objectives

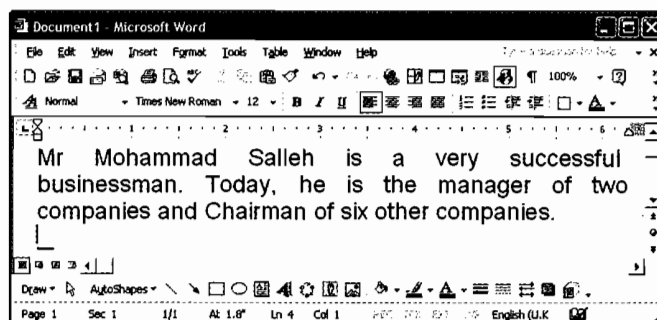
	Student is able to:	Pass/ Merit
1	Create and amend a text document	P
2	Amend text for a specific audience	P
3	Add images or other objects to a document	P
4	Refine and organise the layout of a document for a specific audience	M
5	Evaluate a finished document	M



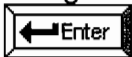
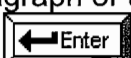

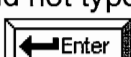

Word wrap

- Load Microsoft Word .
- Start with a blank new document.
- Type the sentences on the right. When you reach the end of a line, just keep typing, don't tap .
- Word will automatically **wrap** the text to the next line.
- Click  before you type to ensure that the text you are going to type is **justified**.

Mr Mohammad Salleh is a very successful businessman. Today, he is the manager of two companies and Chairman of six other companies.






Paragraph break

- When you have finished typing the text given in the last exercise, tap  once. This will force a paragraph or a line break.
- Tap  twice. This will insert 2 blank lines.
- Tap .
- If you did not type anything after tapping , tapping  again will delete the remaining blank line inserted.
- Type the next 2 paragraphs.

Mr Mohammad Salleh came from a very poor family. His father could hardly give him any money to buy books. Mr Mohammad Salleh therefore worked in a coffee shop in the afternoon. He studied very hard.

After graduating as a lawyer, Mr Mohammad Salleh could not find a job as a lawyer, so he worked as a salesman.


Paragraph alignment

- | | |
|--|---|
| <ul style="list-style-type: none"> • Place the cursor somewhere in the first paragraph. • Click . • This will align the whole paragraph to the centre. • Place the cursor somewhere in the second paragraph. • Click . • This will align the whole paragraph to the right. | <ul style="list-style-type: none"> • Place the cursor somewhere in the third paragraph. • Click . • This will align the whole paragraph to the left. • Adjust the alignment so that the whole passage is justified. • Save your work as MSalleh. |
|--|---|

1.2 Selecting and changing

Learning Objective: 1

Select words

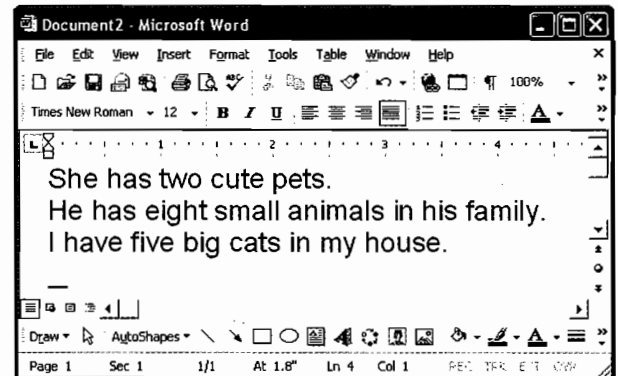
- Click  to start with a new blank page.
- Type the following sentences:

She has two cute pets.

He has eight small animals in his family.


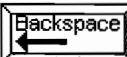

I have five big cats in my house.

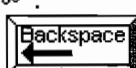
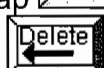
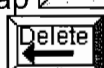
- You must select a word before you can change it.
- You can select a word using the mouse in three ways:
 - Double click it.
 - Click at the beginning and drag.
 - Click at the end and drag.

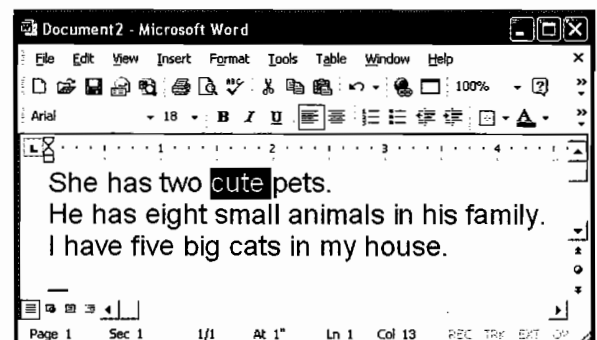


Select a word and delete it

- You can delete a selected word by tapping:

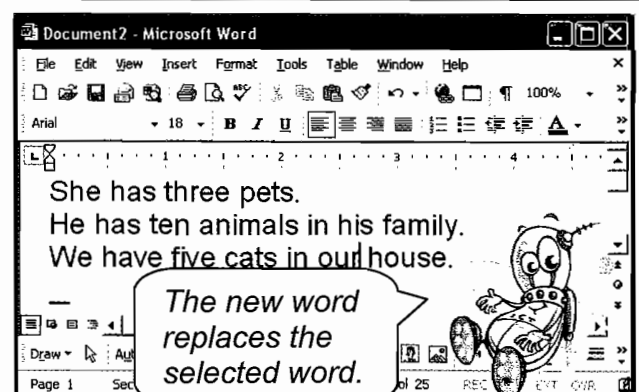
- cut  or
-  or
- .

- Select the word cute and tap .
- Select the word small and tap .
- Select the word big and tap .



Change a word








- Select the word two.
- Type the word three.
- The new word replaces the selected word.
- Select and change the word eight to ten.
- Select and change the word I to We.
- Select and change the word my to our.



1.3 Cut and paste

Learning Objective: 1

Moving text

- Type these instructions about heating some beans. They are in the wrong order.
Put the beans in the pan.
Open the tin.
Put the hot beans on the plate.
Get the tin from the cupboard.
 - Let us put the instructions in the correct order using **cut**  and **paste** .
 - Highlight the last sentence Get the tin from the cupboard.
 - Click .
 - Click in front of the first line and click .
- Highlight the next line Put the beans in the pan.
 - Click .
 - Click in front of the line Put the hot beans on the plate.
 - Click .
 - If the lines are joined together, click in front of the first character of the second line and tap  to force the second line down.
Get the tin from the cupboard.
Open the tin.
Put the beans in the pan.
Put the hot beans on the plate.






Making tea

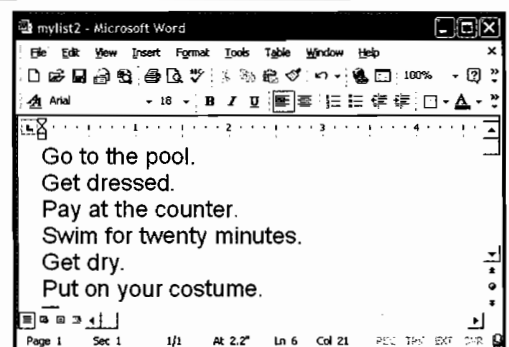
- Type these instructions.
Add hot water.
Pour the tea.
Put the tea in the pot.
Drink it.
- Now put them in the correct order.



Add the instruction Add the sugar in a sensible place in the list.

Revision exercise

- Click  and open the file mylist.
- Highlight all the sentences.
- Click  to copy all the sentences.
- Click  to open a new blank document.
- Click  to paste all the sentences into this new document.
- Now make the following changes:
 - Correct the spelling mistakes pool to pool; couter to counter.
 - Replace five with twenty.
 - Delete the extra word your.
- Click  to save the document as mylist2.
- Use **cut and paste** to put the list in the correct order.
- Save the corrected version as mylist3.





You can make up your own short list of instructions, and put them in the wrong order. Challenge your friend to put the list back in the correct order.



1.4 Spellchecker

Learning Objective: 1

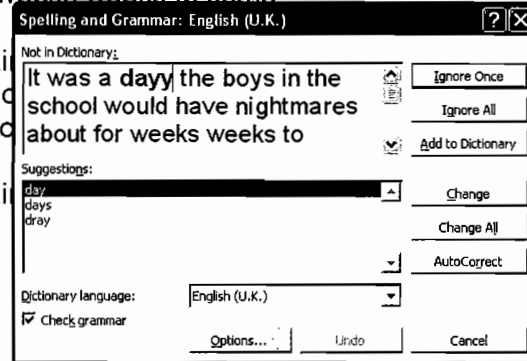
Spelling – change

- Click  and open the file *GreatVictory*.
- Click  to start checking for spelling errors.
- A mistake *dayy* identified by the spellchecker is shown in red.
- The spellchecker suggests *day* as the replacement.
- Click Change to accept the suggestion.

It was a **dayy** the boys in the school would have nightmares about for weeks weeks to come.

The captain
been one of
play the best

The captain
comment.



This has
wanted to
le!"

ant to

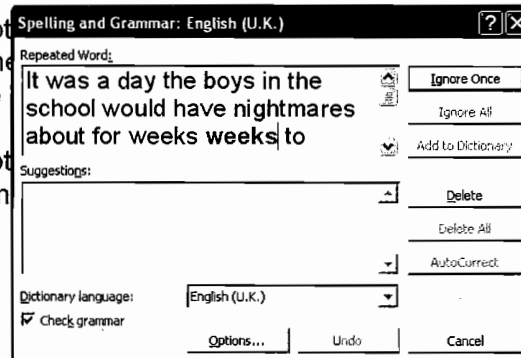
Spelling – delete

- The spellchecker will continue to check the file *GreatVictory* for more mistakes.
- It has found a repeated word *weeks*.
- Click Delete to delete the repeated word.

It was a day the boys in the school would have nightmares about for weeks **weeks** to come.

The captain
been one of
play the best

The captain
comment.



"This has
e wanted to
sible!"

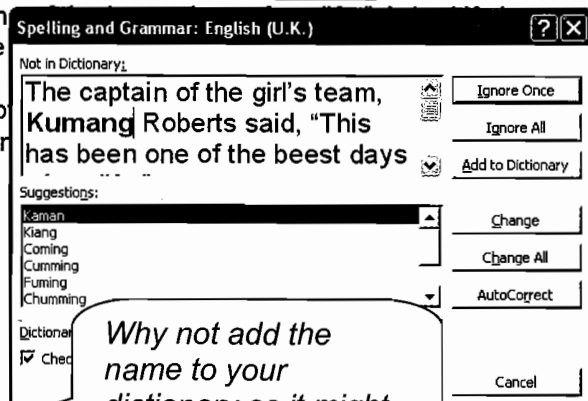
want to

Spelling – ignore

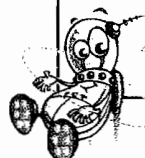
- The spellchecker has found another word that is not in its dictionary.
- Kumang* is the name of a girl. In this case it is spelt correctly and need not be changed.
- Click Ignore All to keep it.
- Continue to check for other mistakes.
- When you have finished with the rest of the corrections, save the checked file as *GirlsVictory*.

The captain of the girl's team, **Kumang** Roberts said, "This has been one of the best days to


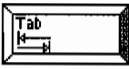
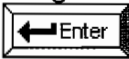
The captain
comment.



Why not add the
name to your
dictionary as it might
occur later?



New document



- Load Microsoft Word .
- Start with a new document.
- Type the following text. Tap  to begin the first indent.
- Don't tap the  key at the end of the line. Let Microsoft Word do the automatic word wrapping for you, unless you are starting a new paragraph.

Imported fruits

A lot of Malaysians like to eat fruits. In fact Malaysia produces a seemingly endless variety of tropical fruits. Bananas, papayas, pineapples and watermelons are available through the year. Some other fruits like rambutans, durians, mangosteens and langsat are only seasonal.

- Save the text as fruits.
- Open the file imported fruits.
- Copy the last two paragraphs and paste them below the paragraph that you have just typed.
- Delete the repeated word to in the second paragraph.
- Change the first letter of they, t to capital letter T.
- Replace the word medical with medicinal.
- Read through the whole text to find out whether there are any other mistakes. If there are, correct them.
- Use the spellchecker to ensure that there are no other spelling mistakes.
- Save your work as fruits1.

Change the title

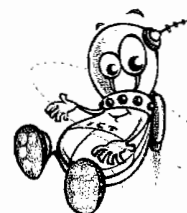
- Make the following adjustments to the text you have just typed.
- Change the title:
 - Double click to select the word Imported in the title.
 - While the word is still highlighted in black, type Eat more local.
 - The words Eat more local replace the word Imported.
 - Click  to align the title to the centre.
- Click  to save the file again.

Imported fruits



Eat more local fruits

You don't have to delete the word Imported.






Inserting missing words

- Insert the word imported.
 - Click the cursor **I** in front of the word fruits in the first sentence of the first paragraph.
 - Type imported.
 - Tap the space bar once.
- Insert the word most.
 - Click the cursor **I** in front of the words orchard farmers in the second sentence of the second paragraph.
 - Type most.
 - Tap the space bar once.
- Insert the word local.
 - Click the cursor **I** in front of the word fruits in the first sentence of the third paragraph.
 - Type local.
 - Tap the space bar once.

Replacing words

- Replace the word through with throughout in the sentence Bananas, papayas, pineapples and watermelons are available through the year.
 - Double click on the word through.
 - Type throughout.
- Replace the word period with time in the sentence It is also a profitable period for most orchard farmers.
 - Double click on the word period.
 - Type time.

Move a paragraph

- Move the second paragraph to become the third paragraph.
 - Click in front of the first word of the second paragraph.
 - Hold down the mouse and drag to highlight the whole paragraph.
 - Click .
 - Click the cursor **I** at the end of the last paragraph.
 - Tap  twice.
 - Click .
- Save the amended text as fruits2.



After highlighting the paragraph, you can drag the highlighted sentences to the end of the third paragraph, and then drop it by releasing the mouse button.

Changing font style

- Open the file fruits2 that you saved in the previous exercise.
- Change the font style of the title:
 - Highlight the title.
 - Click ▾ of Arial to get a drop-down list of font styles.
 - Drag the scroll bar up and down until you find the font style **Impact**.
 - Click **Impact**.
- You can change to another font style if you cannot find **Impact**. Choose one that makes the title stand out to attract the attention of your audience.

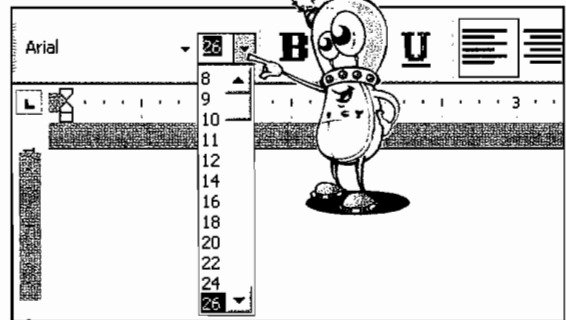


Drag up and down to find a suitable font style.



Changing font size



- Change the font size of the title:
 - Highlight the title.
 - Click on the option for font sizes.
 - Click 26 to select it as the desired font size.
 - You can choose other sizes. The larger the number, the larger the font size.
 - We normally make the title bigger than the rest of the text to attract our targeted audience.
- Save the file as fruits3.

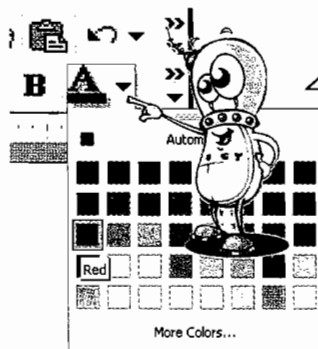


Click here to get a drop-down list of font sizes.



Changing font colour


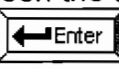




- Change the colour of the title:
 - Highlight the title again.
 - Click  to get a table of colours.
 - Click on the red colour.
 - You can also choose other colours for the title.
- Changing the font colour will make the title more eye-catching and thus help to attract the target audience.
- Click  to save the file.

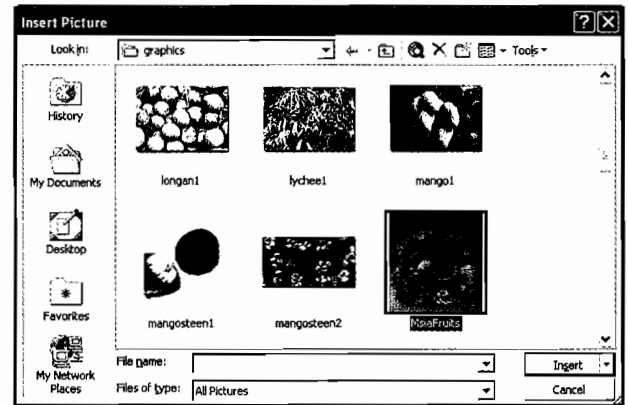


Click here to get a table of colours. Click on the colour desired to select it.









More Colors...

Add an image

- Open the file fruits3.
- Click to place the cursor  at the blank line between the title and the first paragraph.
- Tap  once to insert a blank line.
- Click **Insert** on the menu bar.
- Click  **Picture**
- Click  **From File...**
- Select the appropriate picture of fruits (e.g. MsiaFruits.jpg).
- Click  **Insert**
- Tap  once to insert a blank line.
- Save your work as fruits4.






Resizing the picture

- Click somewhere in the picture.
- Resize the picture to an appropriate size by dragging the resize handles at the edge of the picture.
- When you bring the mouse pointer on top of the handle, it will change its shape from  to a resize pointer.
- With  you resize the picture horizontally.
- With  you resize the picture vertically.
- With  or  you resize the picture diagonally.
- Only  and  will resize the picture proportionally without distorting the picture.
- Dragging away from the picture will increase its size.
- Dragging towards the picture will reduce its size.
- Click  to save your work after the picture is resized.






Drag in the diagonal direction away from the picture to enlarge it proportionally.



Alignment of picture

- At this stage, you can only align the picture using the paragraph alignment tool.
- Click on the picture once.
- Click , the picture is aligned left.
- Click , the picture is aligned at the centre.
- Click , the picture is aligned right.
- Align your picture at the centre and save your work as fruits5.

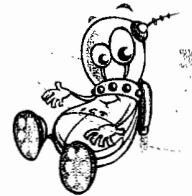
Inserting more pictures

- Open the file fruits5 if you have closed it.
- Scroll down and place the cursor at the end of the document.
- Tap  twice to insert 2 blank lines.
- Insert another picture durian.jpg.
- Use  or  to resize the picture to an appropriate size so that the document is still within 1 page.
- Click on the picture once and click  to align at the centre.
- Click  to save the file.









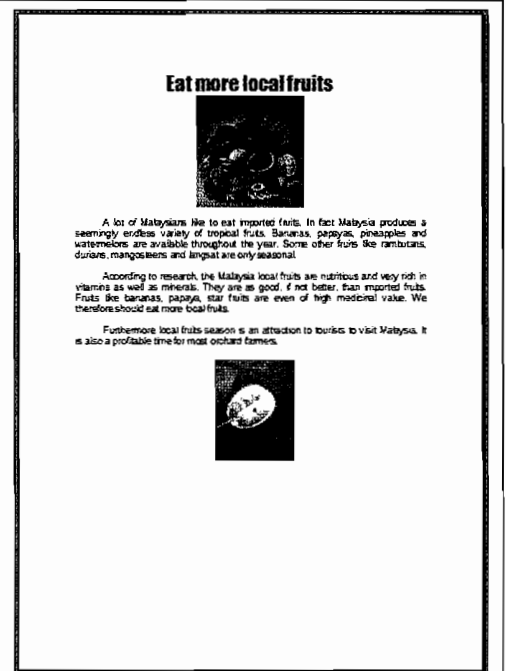
durian.jpg

Delicious!



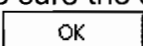


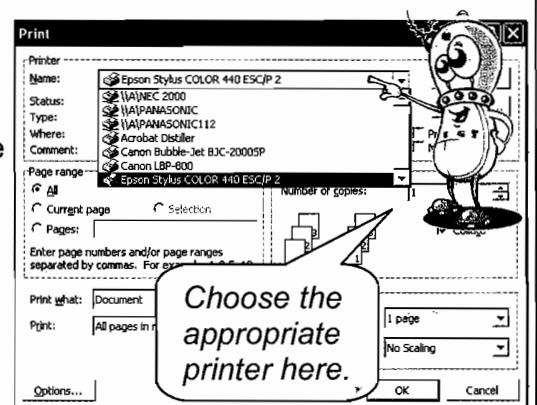
Print preview

- Click .
- A print preview is displayed. We use this feature to check the output layout without actually printing it. We can save printing costs this way.
- If you have only one printer connected to your PC, you can click  to print a copy, using the default print setting.
- Click  if you want to have full screen view.
- Click  on the right of 51%  to zoom in by increasing the figure shown or zoom out by decreasing the figure.
- You can also click  to get a magnifier.
- Click on the preview display to magnify the view or click again to return to the normal preview display.
- Click Close to close the preview mode.




Printing

- Click File .
- Click  Print...
- Choose the appropriate printer.
- Ask your teacher for help to set the properties of the printer before you print.
- Click Number of copies:  and enter the number of copies to print.
- Make sure the selected printer is switched on and click  to start printing.

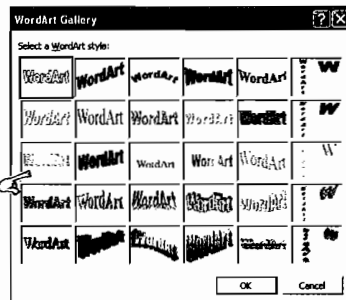


1.8 WordArt

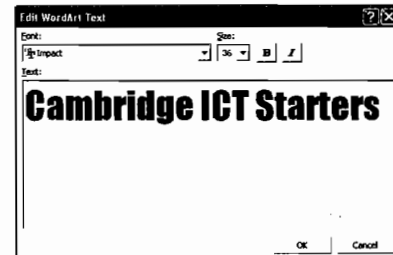
Creating WordArt design

- The WordArt utility helps us to create impressive banners and labels easily and quickly.
- Open a new blank document.
- Click  on the drawing toolbar.
- The WordArt Gallery will be displayed.
- Click on the style as shown by MetalMan below.

Click here.








- Click .
- Type *Cambridge ICT Starters*.
- Click .





- The WordArt created is as shown below:

Cambridge ICT Starters

Change WordArt

- Click on the WordArt created.
- Click  on the WordArt toolbar.
- Select the style that you like from the gallery and double click on it.
- The current style is immediately replaced by the new style selected.
- Click on the new WordArt created.
- Click  at the wordart toolbar and select  as the text wrapping style.
- Click  to make a copy.
- Click  to make duplicates. The images are now overlapping.
- Move the mouse pointer to the image pasted.





- When the shape of the pointer changes to , hold down the mouse and drag the image to a new position.
- Click  and change the style to a new style.
- Save your work as WordArt.

Cambridge ICT Starters

Cambridge ICT Starters

Cambridge ICT Starters


Resize WordArt

- You can resize the WordArt created by using a method similar to which you used to resize pictures in the previous section.
- Select any pattern and use , ,  or  to drag and resize the WordArt.

- WordArt provides an easy way to create attractive patterns.
- Use WordArt to create the following quotation or any quotation of your own choice.

'Quality is an Art not an Act!'


Campaign

- Let us make the text about fruit that you have typed into a campaign poster.
 - The objective of the poster is to campaign for people to eat more local fruits.
 - You need to refine and reorganise the text and pictures so that they can attract the attention of the target audience, say, your classmates.
 - Let us start with the title.
- Use WordArt to create a more appealing title:
 - Open the file fruits5.
 - Delete the title.
 - Click  and double click to choose a style from the WordArt Gallery.
 - Type the title Eat more local fruits.
 - Adjust the WordArt to a suitable size.
 - Place the WordArt created at the top of the passage.

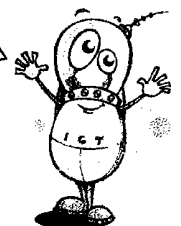
Italic *I*

- The names of the fruits are mostly local names and some are not common to other countries.
 - To stress and to show the audience that they are local names, we can use the *italic* character style.
- Double click quickly on the first fruit, Bananas.
 - Click *I* to change the style to *italic*.
 - Change the character style of all the names of the fruits to *italic*.
 - Save the file as fruits6.


Bold **B** and Underline U

- To further enhance the text, you can make it **bold** and underlined.
- Double click quickly on the word medicinal.
- Click **B**, U to make it bold and underlined.
- Double click quickly on the word value.
- Click **B**, U to make it bold and underlined.
- Click  to save the file.

Clicking **B** once will set the format to **BOLD**. Clicking on it again will cancel the format. U and *I* have the same features.














Font colours

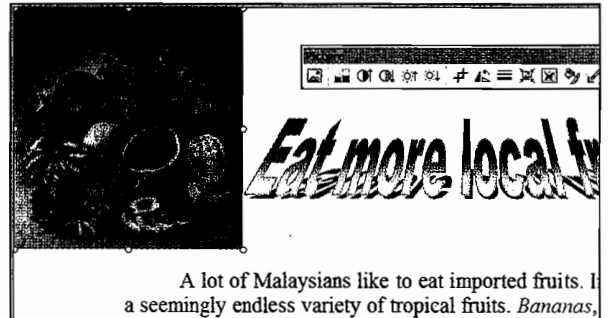
- To highlight the important message carried by the words nutritious, vitamins and minerals, select the words and change their colours to red.
 - Change the colour of **all** the fruits' names to **violet** or any other colours that you like.
- Click  to save the changes.

Always save your work after making changes.

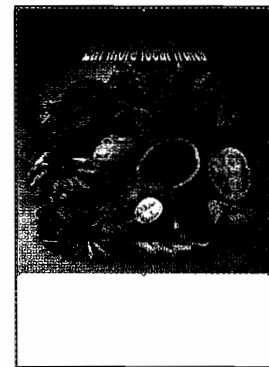


Text wrapping style

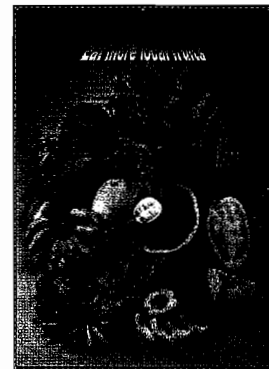
- The campaign poster will be more eye-catching if we enlarge the picture and use it as background.
- To do this we need to change the layout of the picture.
- Click to select the picture.
- Click  on the picture format toolbar.
- Select  Behind Text because we are going to put this picture as background behind the texts.
- If you put the mouse pointer on top of the picture, the pointer will change from  to .
- This means that you can now move the picture anywhere you like on the page.
- Now click and hold down the mouse, and drag to move the picture to the top left corner.
- Place the mouse pointer at the bottom right of the picture; it will change its shape to .
- Hold down the mouse and drag diagonally to the right until the complete width of the page is covered.
- Next, place the mouse pointer at the bottom middle of the picture. Its shape is then changed to .
- Hold down the mouse and drag down until the complete length of the page is covered.
- If you cannot see the text, click  and select  Behind Text again.
- In order to make the text legible, we can change the image to a 'washout' or 'watermark'.
- Click  on the picture format toolbar.
- Select  Washout.
- Click  to save all the changes.



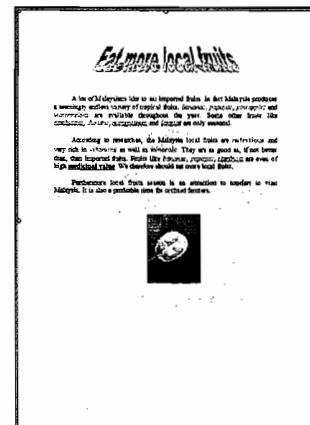
Move the picture to the top left corner



Drag diagonally to the right to cover the width of the page




Drag down to cover the length of the page



Change the image to a 'washout' or 'watermark'

Touching up

- Increase the font size to 18 so that the text covers more of the page. It is also easier to read from a distance.
- We can add more mouth-watering pictures so that the whole poster is more attractive and appealing to our audience.
- Insert the picture `langsat.jpg`.
- Change the text wrapping style to square.
- Resize to a suitable size and move it to the top right corner of the first paragraph.
- Insert another picture, `rambutan.jpg`.
- Change the text wrapping style to square.
- Resize to a suitable size and move it to the left of the second paragraph.
- Select the picture `durian.jpg`.
- Change the text wrapping style to square.
- Resize to a suitable size and move it to the right of the last paragraph.
- Add another WordArt at the bottom, otherwise the poster is not balanced!
- Click  and choose a style.
- Type **Nutritious & Delicious!**
- Save your final poster as `CPoster`.

A lot of Malaysians like to eat imported fruits. In fact Malaysia produces a seemingly endless variety of tropical fruits. *Bananas, papayas, pineapples and watermelons* are available throughout the year. Some other fruits like *rambutans, cherians, mangosteens* and *langsats* are only seasonal.






According to research, the Malaysian local fruits are very nutritious and rich in vitamins as well as minerals. They are as good, if not better, than imported fruits. Fruits like *bananas, papayas, starfruits* are even of high **medicinal value**. We therefore should eat more local fruits.

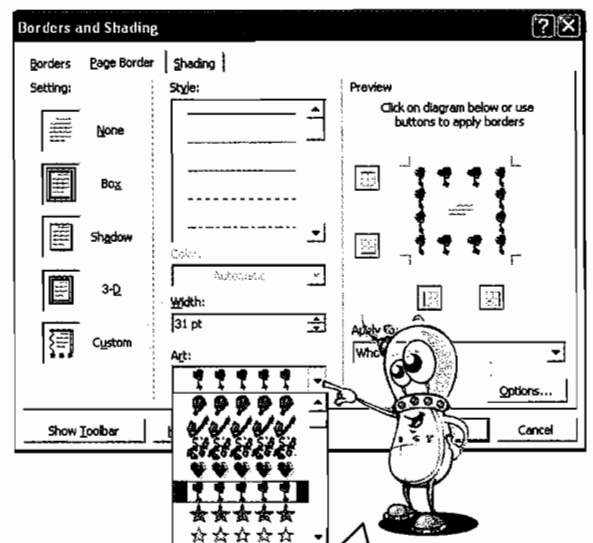


Furthermore local fruits season is an attraction to tourists to visit Malaysia. It is also a profitable time for most orchard farmers.

Nutritious & Delicious!

Adding a page border

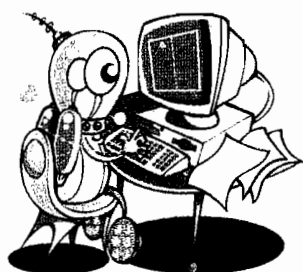
- As a finishing touch, let us add a page border so that the poster is even more eye-catching to your classmates.
- Click **Format** at the menu bar.
- Select **Borders and Shading...**
- Open the **Page Border** folder.
- Click  at  to see a drop-down list of borders.
- Scroll down until you find the border that you like.
- Click on it to select.
- Look at the **Preview** panel. Choose another art if you do not like the one chosen.
- Click **OK** to insert the page border selected.
- Click  to save the final copy.
- Print a copy of your work and paste it on the next page.



Click here to see a list of borders. Click on the one you like.

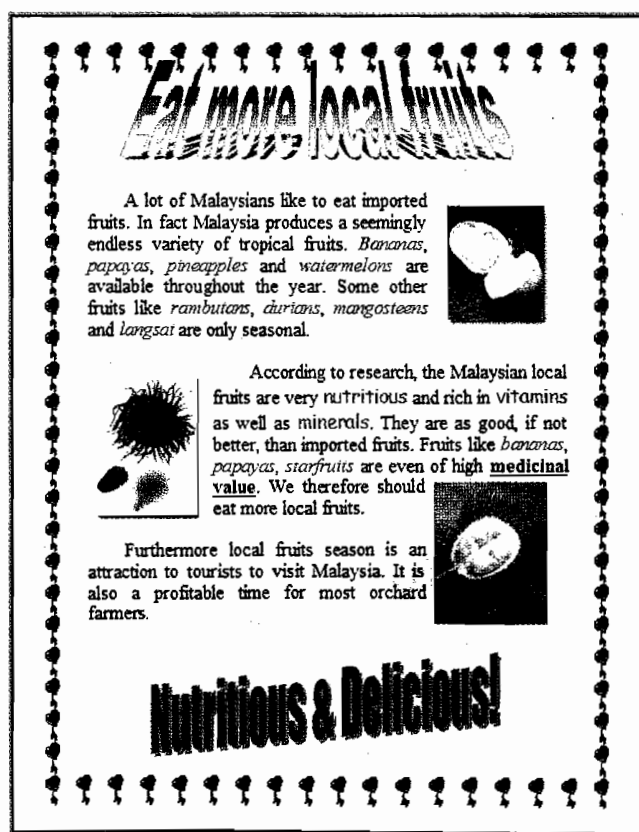
Evaluation of the finished poster

- Now let us evaluate the poster that we have created.
- We used WordArt to create the title to make it more impressive and eye-catching.
- We used different font styles, *italic*, **bold** and underlined, to stress and enhance important text.
- We used colour to highlight the important messages carried by some of the words.
- We used font colour to make the names of the local fruits stand out.
- We added appropriate photos to attract the audience's attention even before they read the text in detail.
- The background with fruits in the 'washout' or 'watermark' style reflects the objective of the campaign clearly to the audience.
- Finally we added a page border to further enhance the beauty and attractiveness of the poster.



Print a copy and
glue your printed
copy on this page.

It is all right to
cover me!



Sample copy of work done

1.10 Project

Learning Objectives: 4, 5

Open Day

- Your school Parents-Teachers Association is organising an Open Day.
- You are required to help to type the following brochure (do not make any changes):

SIMPLY FUN-TASTIC

SPPS Parent-Teacher Ass. proudly presents:

St Peter Pri. School's Open Day

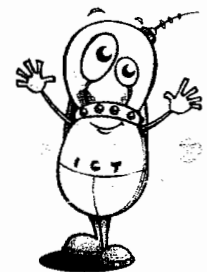
Date : 15 August

Time : 11 a.m. to 6 p.m.

Place : St. Peter's Kindergarten

- Save the brochure as OpenDay.
- Complete the brochure by copying all the text from the file WhatWeHave.doc.
- Save your file again.

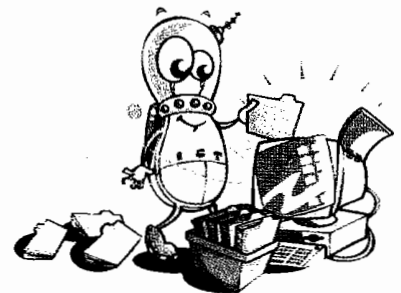
Do you sell my favourite food, bulbs and wire?



Editing

- After reading through the draft that you have typed, the PTA have requested that you make the following adjustments:
- Make the following changes to the title so that it has:
 - a size of 16 point
 - a Times New Roman font
 - an underline and *italic* font style
 - centre alignment.
- Make the following changes to the body text of the brochure so that it has:
 - a size of 12 point
 - a Courier New font
 - centre alignment.
- Type out the complete words:
 - type the word Ass. in full: Association
 - type the word Pri. in full: Primary.
- Correct the date and time and make them **bold**:
 - the date of the Open Day has been changed to 4 July
 - the place has also been changed to St Peter's Primary School.

I must remember the date and time of the Open Day!



More editing

- Insert the words **for you** before the colon at the end of the sentence **What we have in store:**.
- There will not be any Mathematics Quiz. Delete **Mathematics/**.
- Replace **Drawing competition** with **Colouring competition**.
- The **Tug O'War** between parents and children should be **Tug O'War** between parents and teachers.
- Next, use **cut and paste** to rearrange the activities into the following order:
 1. **Colouring competition** (4-6 years old)
 2. **Science Quiz** (7-9 years old)
 3. **Talent Time** (10-12 years old)
 4. **Tug O'War** between parents and teachers
 5. **Food stalls** selling mouth-watering food at reasonable prices
- Save your edited text as a new file, **OpenDay2**.

Insert graphics

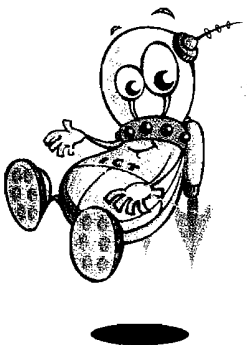
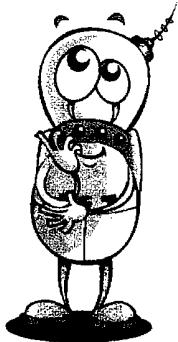
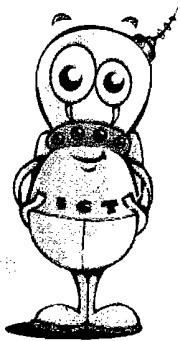
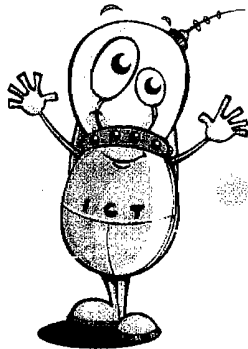
- Insert a page border of balloons.
- Insert another graphic (**partytime.jpg** or any relevant graphic) at the end of the document.

Refining the brochure

- The PTA is very pleased with your work.
- They have decided to make it into a brochure and distribute it to all the children in the school.
- You are now required to refine the way the text and image appear on the page to make your brochure more appealing and appropriate for its audience (your schoolmates). To complete this task, you may:
 - change the font style, size and colour;
 - replace the image or add new images of your own choice;
 - **or** work on the whole document and reorganise the contents and/or change the formatting based on your own choices so that it suits your audience better.
- Save your completed work as **brochure**.

Self-evaluation

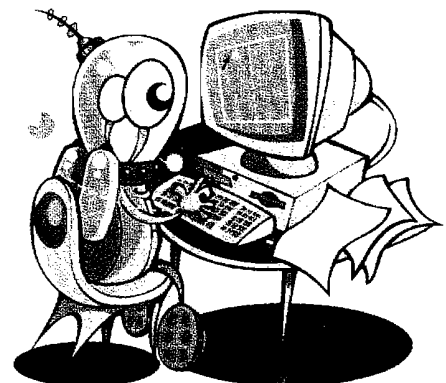
- Use the space provided below to explain how the changes you have made improve the document and make it more appealing to your audience.



Module 2 Exploring Images


Learning Objectives

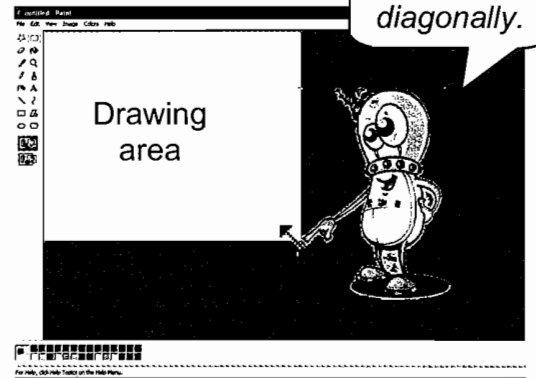
	Student is able to:	Pass/ Merit
1	Create repeating patterns using stamps and/or copy tools	P
2	Create pictures using a variety of tools and effects	P
3	Select appropriate objects, copy and resize them	M
4	Save drafts showing the development of the design	M



2.1 MS Paint

Starting MS Paint

- Launch MS Paint
- Is the white drawing area a full screen size?
- If not, place the mouse pointer at the bottom right corner of the white drawing area.
- When it changes its shape to , drag down diagonally until you get a full screen size.

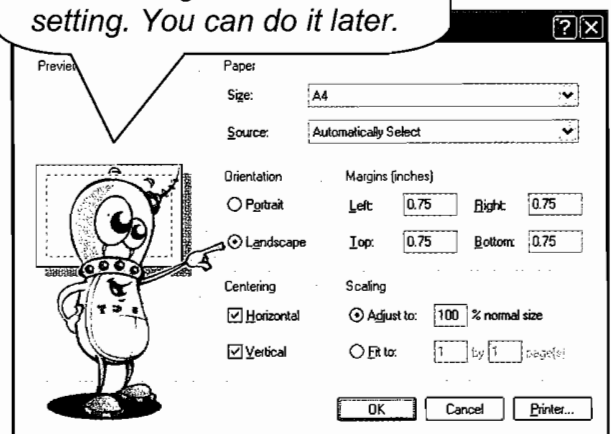


Page setup

- Click File
- Select and click **Page Setup...**



Click here to set the page to landscape orientation. Don't change the rest of the setting. You can do it later.

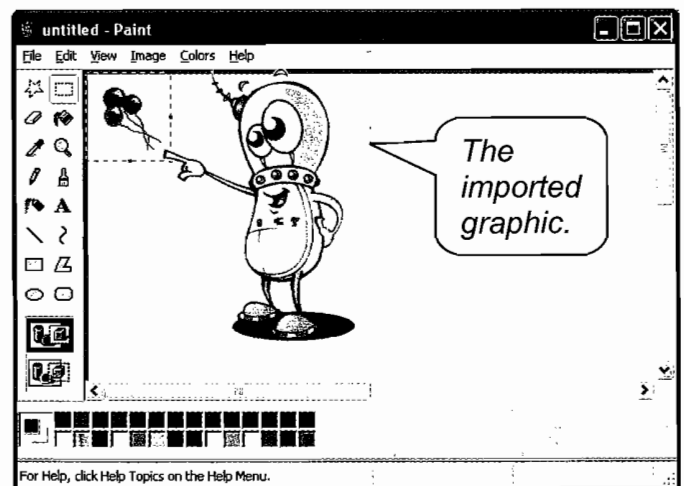


Import image

- Click Edit
- Click **Paste From...**
- Select the file balloons.jpg and click **Open**
- The image is placed at the top left corner.




You can import more than 1 image using **Paste From...**, but you can only import 1 image at a time using **Open...**

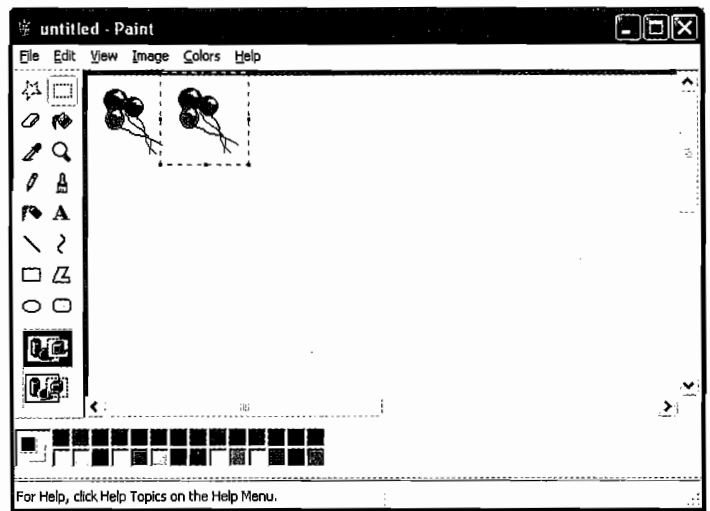


2.2 Creating patterns


Learning Objective: 1

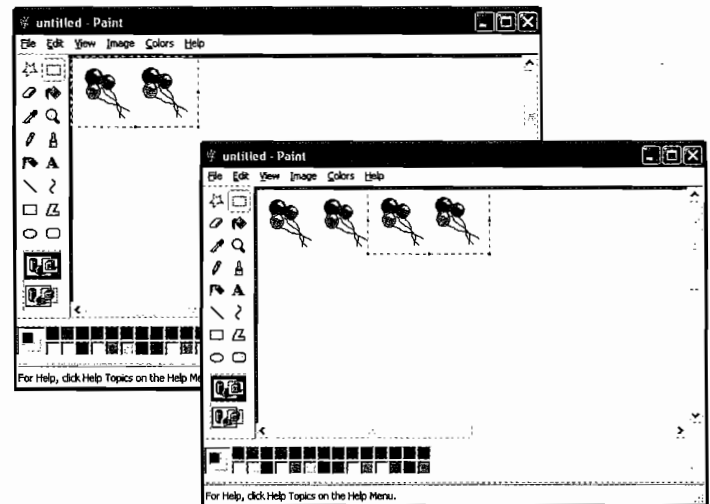
Duplicate images

- Click **Edit**.
- Click **Copy**.
- Click **Edit** again.
- Click **Paste**.
- You will not see the pasted image because it is pasted on top of the original image in the top left corner.
- Place the mouse pointer on top of the image.
- When the pointer changes to , hold down the mouse and drag to the right so that the two images are side by side.







Repeated patterns

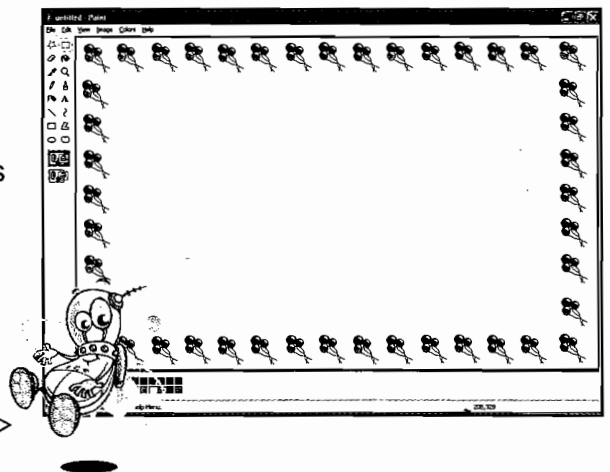
- Click .
- Drag around the two images.
- Use the **copy and paste** method to duplicate the two images.
- Move the pasted image to the right. You should now get 4 images arranged in a row.
- Repeat the **copy and paste** process and arrange the images in a row at the top to form the top border.
- You can copy and paste 1, 2, 4 and then 8 images to speed up the process.



Border

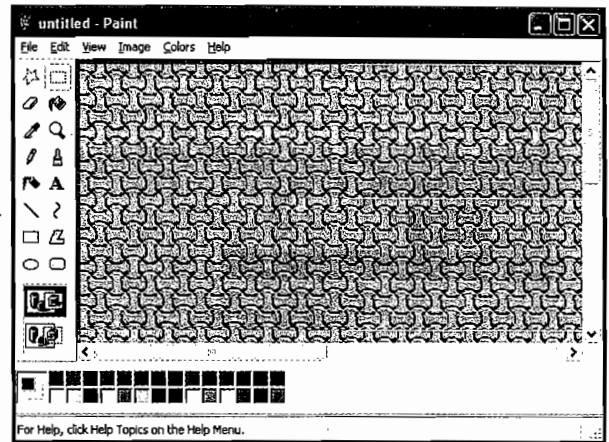
- Copy the whole row at the top.
- Paste the image and drag it to the bottom to form the bottom border.
- Can you complete the border on both sides?
- Save your design as border1.
- Create new border designs using the graphics bird.jpg and cup.jpg.
- Save your designs as border2 and border3.

I tap  and  simultaneously to copy
then I tap  and  simultaneously to paste.



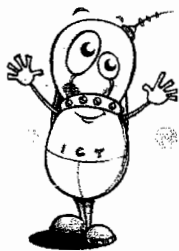
Design 1

- Click **Edit**.
- Click **Paste From...**
- Select pattern1.jpg or any other of the patterns given.
- Use the copy and paste method to duplicate the imported graphic.
- This time, instead of arranging them into a border, arrange them very close together to form a continuous design.
- Repeat the **copy and paste** process until the whole work space is filled with the graphic.
- Save it as design1.

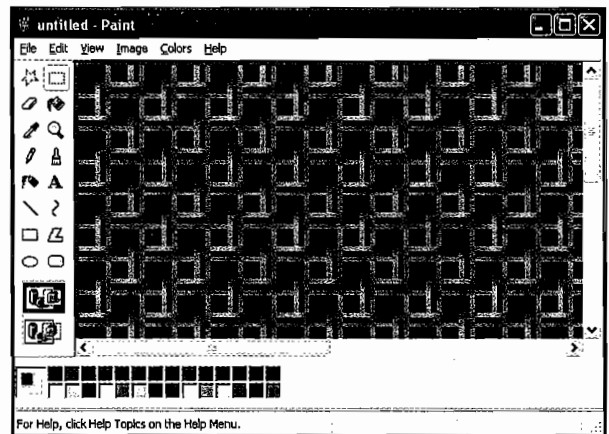


Design 2


- Repeat the previous exercise using the graphic pattern2.jpg.
- Save the work as design2.



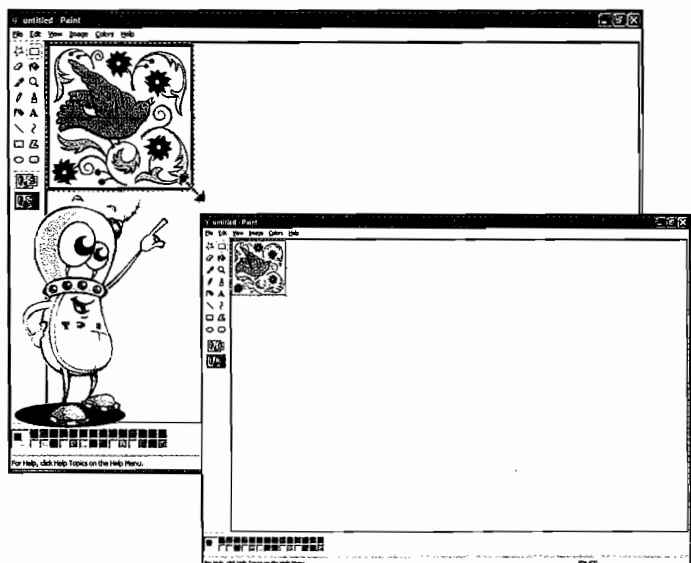
From a simple design to a repeated pattern – it is marvellous!



Resize imported graphic

- Import the graphics bird.jpg.
- Place the cursor at the bottom right corner of the image.
- When the cursor changes its shape to , hold down the mouse button and drag towards the image to reduce its size.
- Save it as bird2.

Drag towards the image to reduce it or drag away from the image to enlarge it.

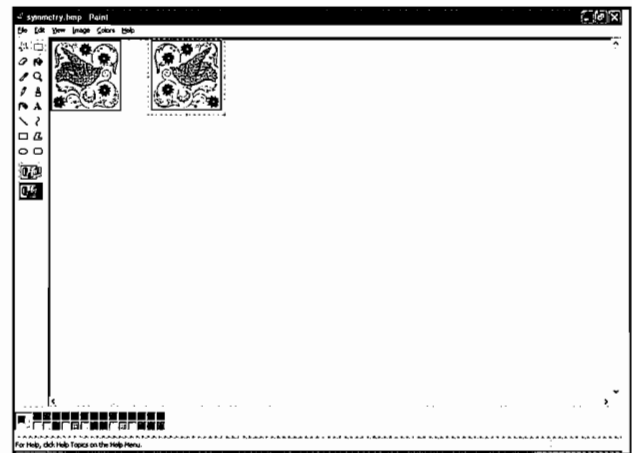


2.3 Symmetry

Learning Objective: 2

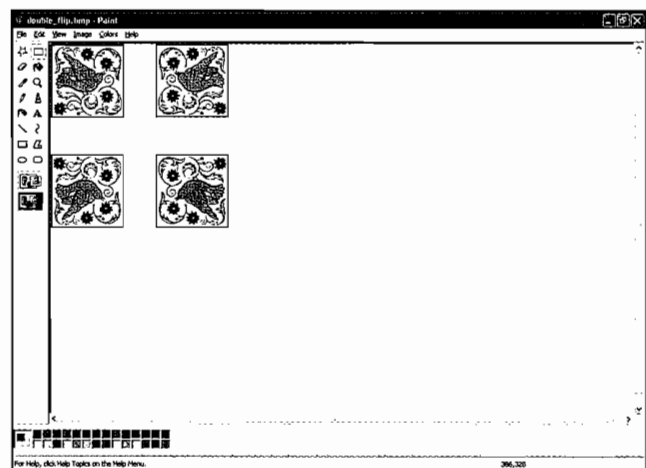
Symmetry

- Click **File**.
- Click **Open...** and open the file you have saved in the previous exercise, bird2.
- Select and copy the image and place the images side by side.
- Click **Image**.
- Click **Flip/Rotate...** **Ctrl+R**.
- Select option **Flip horizontal**.
- Click **OK**.
- The image formed is symmetrical to the original image.
- Save your work as **symmetry**.



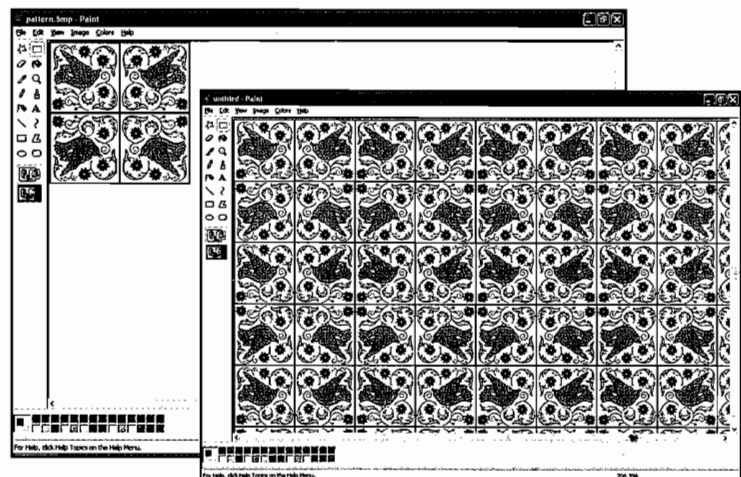
Vertical flip

- Select both the images and make a copy of them.
- Place it exactly below the original images.
- Click **Image**.
- Click **Flip/Rotate...** **Ctrl+R**.
- Select option **Flip vertical**.
- Click **OK**.
- You have just produced another symmetrical image.
- Save your work as **flip**.



New pattern


- Open the file **flip** again.
- Move the images so that there are no gaps in between the images.
- The four images are now joined into one image.
- Use the select, copy and paste method to duplicate the image.
- Arrange the images into a pattern.

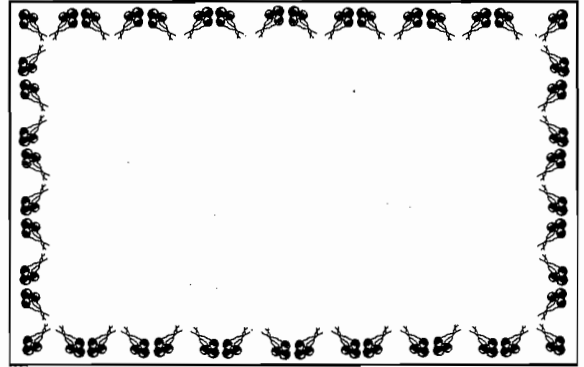


2.4 Designing a card

Learning Objectives: 1, 2, 3, 4

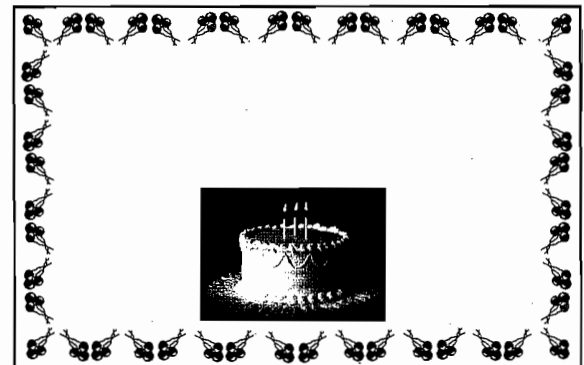
Birthday card

- The theme of the design is Birthday card.
- Start MS Paint with a new page.
- Adjust the drawing area to full screen size.
- Fill the background with light blue colour.
- Set the foreground to be the same colour.
- Click  to select transparent background.
- Import the image balloons.jpg.
- Copy the image and paste it beside the first.
- Give it a horizontal flip.
- Repeat the pattern to form the top border.
- Copy the top border and place it as the bottom border.
- Give the bottom border a vertical flip.
- Use copy and paste, flip vertically or horizontally to complete the vertical borders on both sides.
- Save the picture as birthdaycard1.






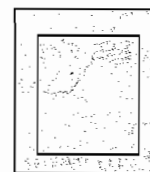
Birthday cake

- Import another image, birthdaycake.jpg.
- Place it at the bottom centre of the picture.
- Save your picture as birthdaycard2.
- Adjust the cake's size so that it is about half the height of the picture.
- Save your picture again as birthdaycard3.
- It is useful to save your picture regularly with a new filename each time so that you have a series of files to show the progress of creating the picture.

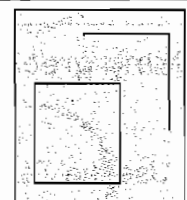


Present

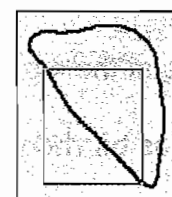
- Follow the steps below to draw a present box.
 1. Use the rectangle tool  to draw a rectangle with sides about 3 cm high and about 2 cm wide, at the bottom left corner.
 2. Use  to select only the upper right corner of the rectangle.
 3. Copy, paste and place the copied image at the top right side of the rectangle to form the frame of a box.
 4. Use the line tool  to join the corners to form a box. Remember! Leave no gaps!



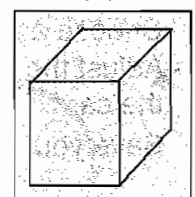
(1)



(3)






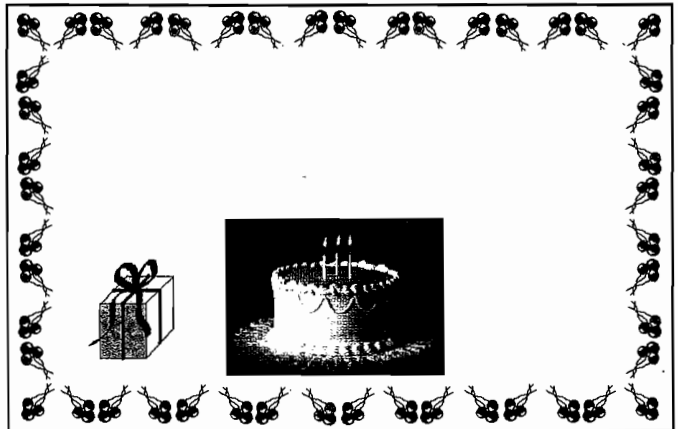
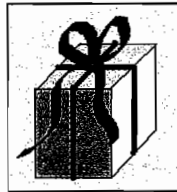
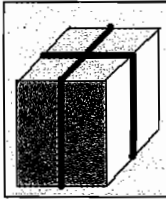
(2)



(4)

Putting on ribbons

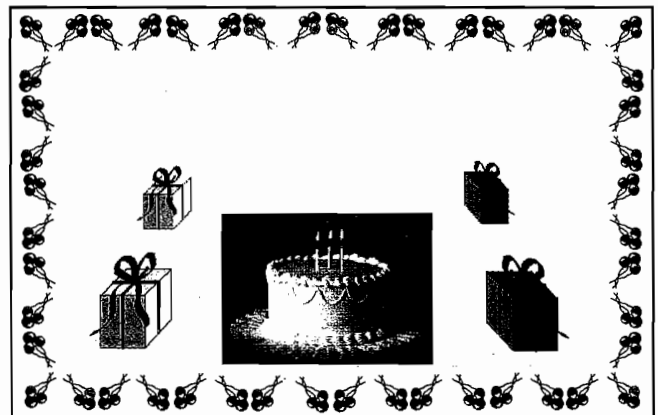
- Use  to fill the 3 visible sides of the present box with appropriate colours.
- Select red colour and the thickest line width.
- Draw the ribbons.
- Use  tool with the brush shape , draw a knot on top of the ribbon.




Duplicate the present

- Copy and paste the image of the present box.
- Move the pasted image to an appropriate position above the original present box.
- Reduce its size slightly.
- Paste another image of the original present box to the right side of the cake.
- Give it a horizontal flip. Fill the sides with different colours.
- Make a duplicate of this image.
- Place the new duplicated new image above the third present box.
- Reduce its size slightly.

- Save this picture as birthdaycard4.



Adding greeting words

- Use the Text tool  to write the greeting "Happy Birthday"
- Choose an appropriate font style.
- Choose a big font size.
- Adjust the greeting at the top centre of the card.
- Save your picture as birthdaycard5.



2.5 Poster

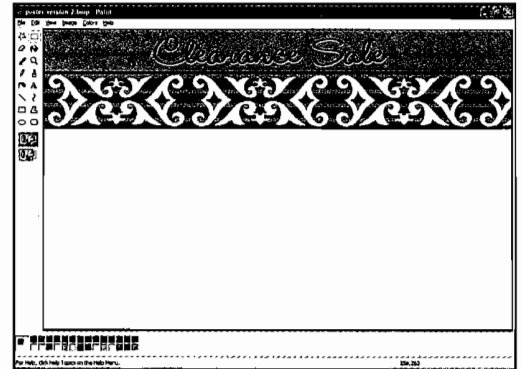
Learning Objectives: 1, 2, 3, 4

Poster

- Create a poster with the theme Clearance Sale.
- Before you start, you must try to think of the final layout of your picture so that you can work towards completing the picture to that layout.
- You can either use your own scanned images or images from other suitable sources, or have your teacher provide the images.
- It is important that you save your work in stages to show the development of the poster.

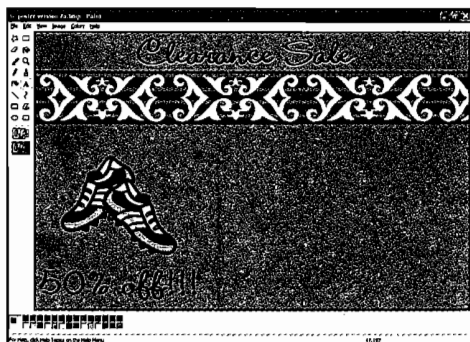
Stage 1

- Start with a blank full-screen drawing area.
- Create repeating patterns.
- Import an image, e.g. flower.jpg.
- Place it about 4 to 5 cm from the top border.
- Save your work as poster version1a.
- Use the stamp or copy and paste method to create a repeated pattern. You can include symmetry.
- Fill the area above the repeated pattern created with green or any other colour of your choice.
- Type a big title Clearance Sale on top.
- Save your work as poster version1b.



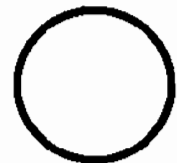
Stage 2

- Use **Paste From...** to import the image shoe.jpg.
- Make a duplicate of it and give the image a horizontal flip.
- Adjust the images so that they form a pair of shoes. Place the pair of shoes at the left side of the empty space below the title.
- Fill the rest of the white space with green or any colour of your choice.
- Type a big label 50% off!!!.
- Save your work as poster version 2.



- Follow the next few steps to draw the free gift, ice-cream.

- Draw a small circle with a thick outline.



- Erase about 10% of the bottom part.



- Use the brush tool to draw a wavy line across.



Creating an image

- Use the line tool to draw two straight lines to complete the drawing of the ice-cream. Be sure to leave no gaps!



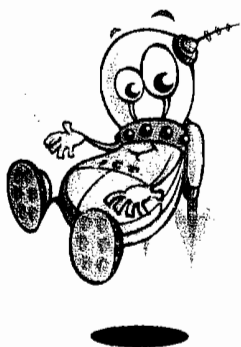
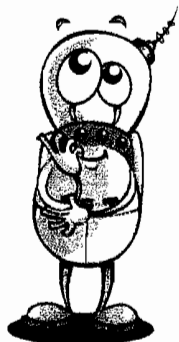
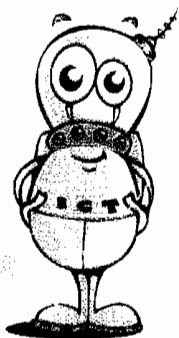
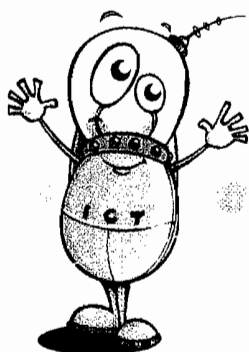
- Use the spray tool to fill the ice-cream part.
- Fill the cup with suitable colours.



Final version

- Use the brush tool with a suitable brush size to draw some lines on the cup.
- Make 2 copies of the ice-cream and paste them side by side with the original ice-cream.
- Change the colour of the ice-cream to violet and pink.
- Use the text tool and a big font to put a label above the ice-creams. Use: Free ice-cream for any purchase above RM100!
- Save your final version as poster final version.



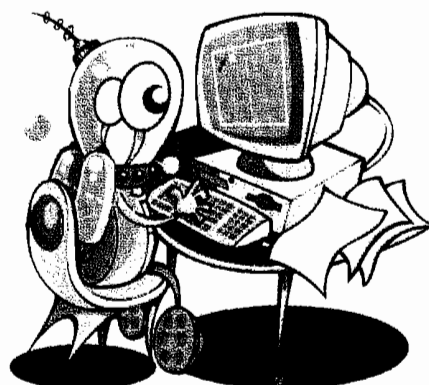


Module 3

Exploring Spreadsheets

Learning Objectives

	Student is able to:	Pass/ Merit
1	Enter labels and numbers into a spreadsheet	P
2	Enter and copy simple formulae	P
3	Create a graph	P
4	Modify data	M
5	Use a spreadsheet to answer a modelled scenario ('what if')	M

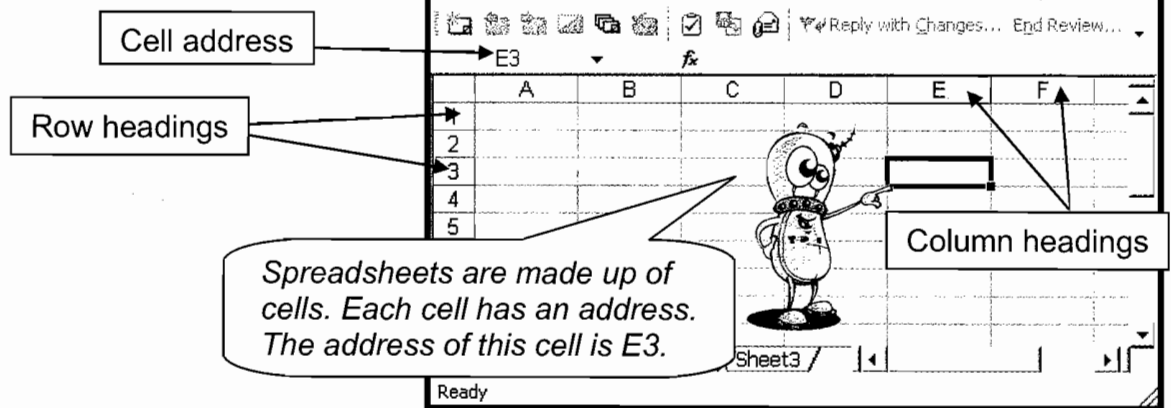


3.1 What is a spreadsheet?

Learning Objective: 1

Cells

- Load  Microsoft Excel.
- A blank spreadsheet is displayed.



Cell address

Row headings

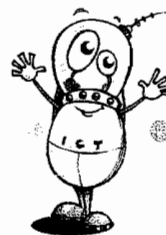
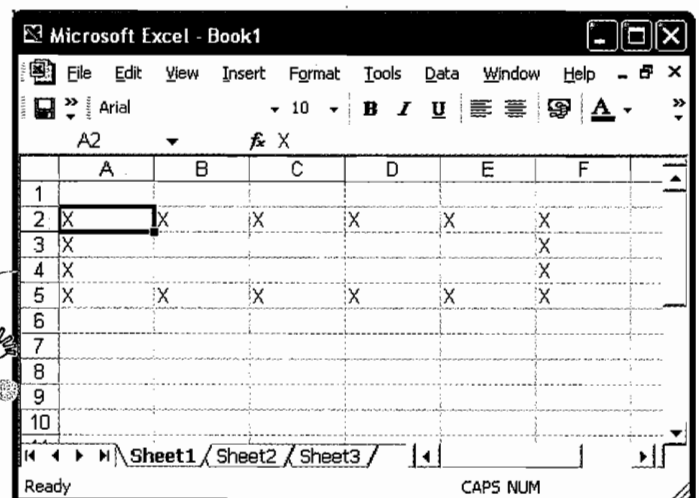
Column headings

Spreadsheets are made up of cells. Each cell has an address. The address of this cell is E3.

Patterns

- Put an X in each of these cells:
 - A2, A3, A4, A5
 - B2, C2, D2, E2, F2
 - B5, C5, D5, E5, F5
 - F3, F4

What pattern have you made?

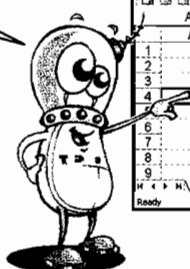
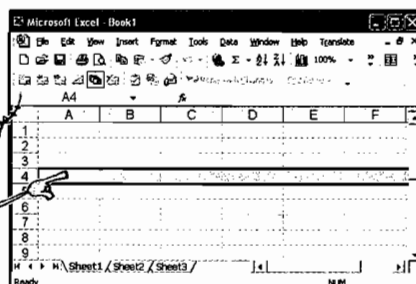



Ready CAPS NUM

Columns and rows

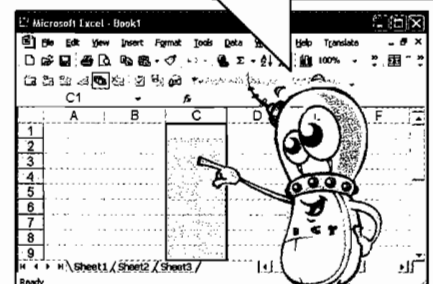
- Drag along a row.
- Drag down a column.

This is a row.

Ready

This is a column.




Ready

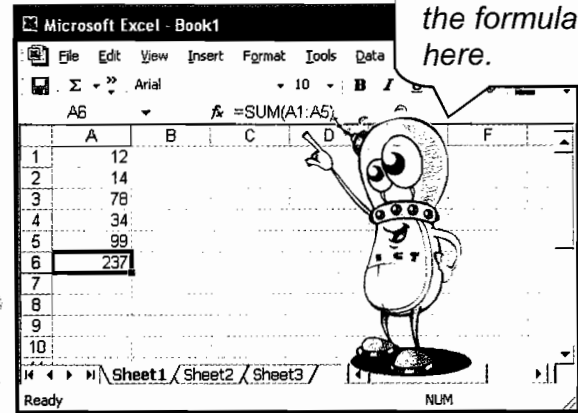
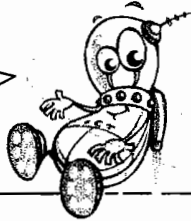


3.2 Autosum Σ

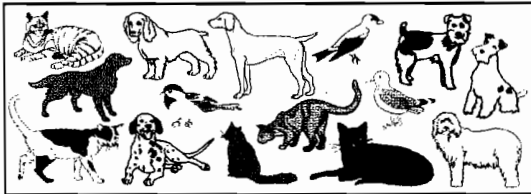
Autosum

- Type a list of five numbers in column A.
- Tap  after typing each number to go to the next cell below.
- Click in cell A6.
- Double click the autosum icon Σ .
- This will insert a simple formula $=\text{SUM}(A1:A5)$ for finding the sum of the numbers from A1 to A5.

This adds the numbers in the column.



Animal types



- Look at the animals in this set.
- Count the dogs, cats and birds.
- Complete the following table:

Animals	
Cats	
Dogs	
Birds	
Total	

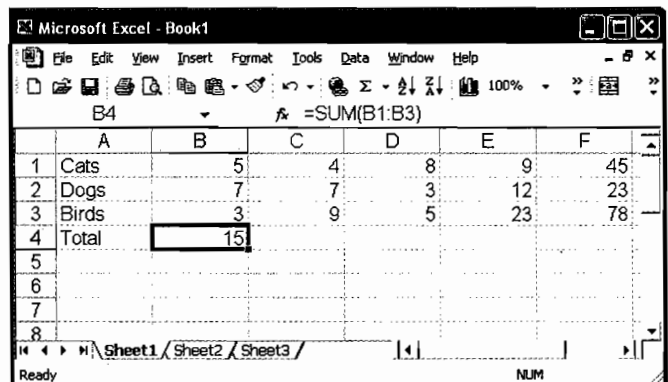
- Type the data in a spreadsheet with the names of the animals in column A, starting from cell A1 as shown in the spreadsheet on the right.
- Type in the number of each type of animal in column B.
- Click in cell B4.
- Double click the autosum icon Σ .
- What is the total number of animals?

The total number of animals is _____

More additions

- Type in the numbers in columns C, D, E and F as shown in the spreadsheet on the right.
- Use autosum Σ to calculate the totals for columns C, D, E and F.
- Write your answers below:

Animals	C	D	E	F
Cats	4	8	9	45
Dogs	7	3	12	23
Birds	9	5	23	78
Total				



3.3 Autofit



Learning Objectives: 1, 2

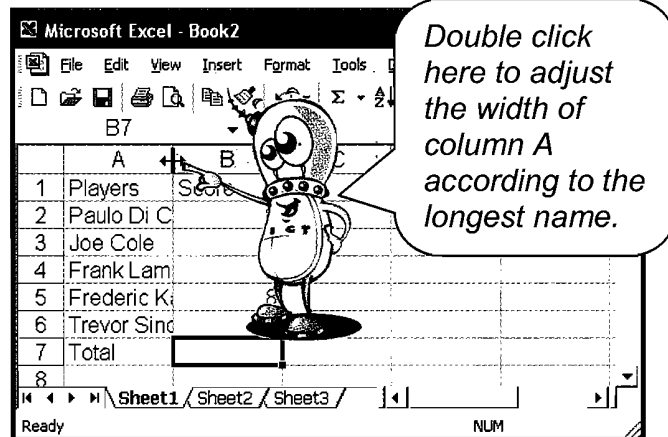
Football scores

- The table on the right shows a list of football players in one column.
- The other column shows how many goals they have scored.
- You can replace the names with those of the players in your favourite team.
- Open a new spreadsheet and key in the names of the players in column A and their scores in column B.


Players	Score
Paulo Di Carlo	9
Joe Cole	2
Frank Lampard	2
Frederic Kanoute	8
Trevor Sinclair	3
Total	

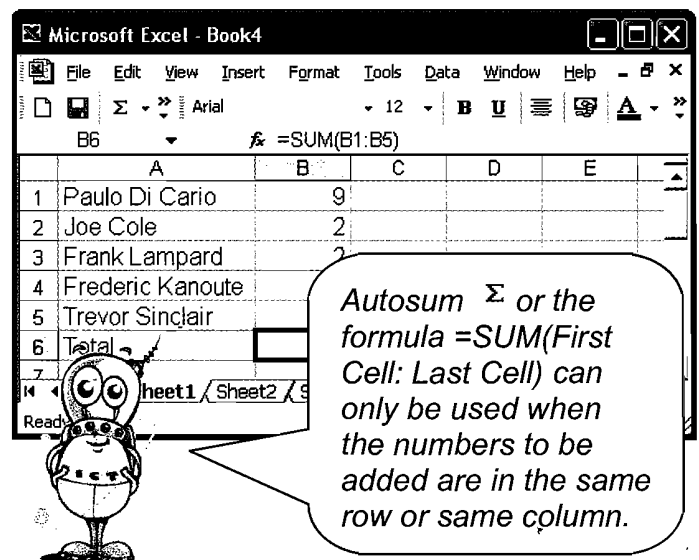
Autofit

- Do you notice that when you type the numbers of goals in column B, the names in column A are partly covered?
- This is because the default width of the first column is not wide enough.
- Place the mouse pointer in between the column heads of column A and column B until it changes its shape to .
- Double click the left mouse button and the column width will be adjusted automatically to fit the longest name.
- You can also drag the mouse pointer  to the right or left to adjust the width manually.



Total goals


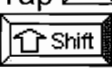




- Click to activate cell B6.
- Double click the autosum icon  to get the total of goals scored.
- You can also type the formula manually: =SUM(B1:B5).
- Increase the number scored by Joe Cole to 5.
- Without doing anything, the total has already increased automatically.
- Reduce the number scored by Frederic Kanoute to 6.
- Has the total decreased automatically?

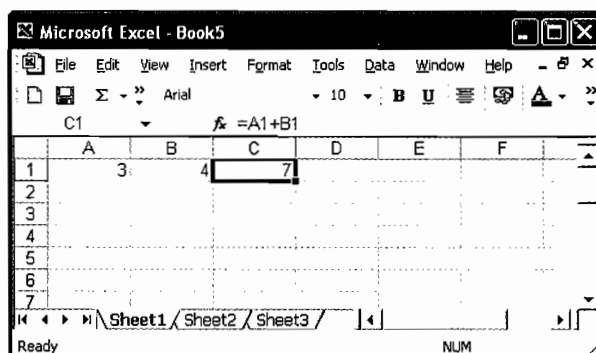


3.4 Typing formulae


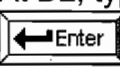
Learning Objective: 2

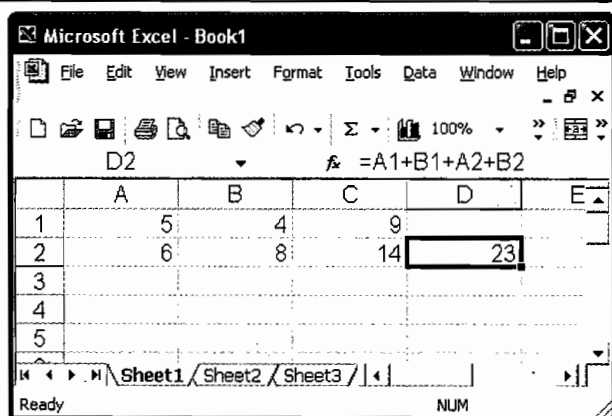
An adding machine

- Type 3 in cell A1 and 4 in B1.
- Click on C1 and type =.
- Click on A1.
- Tap  on the number pad (or tap  and  simultaneously).
- Click on B1.
- Click  (or tap .
- Cell C1 shows the sum of A1 and B1.
- Change the number in A1 to 5 and tap ; the sum in C1 will change automatically to 9.



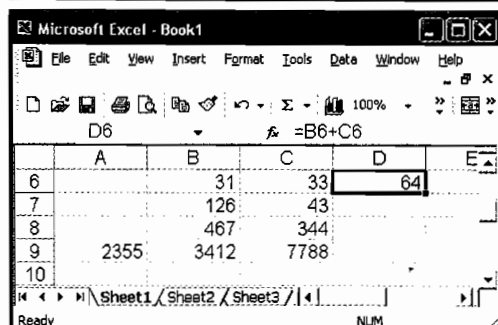
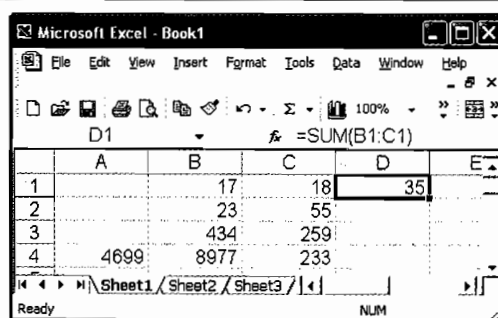
Typing the formula

- Type 6 in cell A2 and 8 in cell B2.
- At C2, instead of using the mouse pointer, you can type the cell addresses directly: =A2+B2.
- Tap  to see the sum.
- At D2, type =A1+B1+A2+B2 and tap .
- D2 is the sum of all the four numbers in A1, B1, A2 and B2.



Exercise




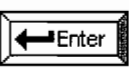
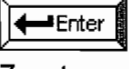
- Write down the answers in the spaces provided.
- Use the SUM function to find out the answer for the following additions:
 - $17 + 18 =$ _____
 - $23 + 55 =$ _____
 - $434 + 259 =$ _____
 - $4699 + 8977 + 233 =$ _____
- Use the simple addition formula to answer the following additions:
 - $31 + 33 =$ _____
 - $126 + 43 =$ _____
 - $467 + 344 =$ _____
 - $2355 + 3412 + 7788 =$ _____

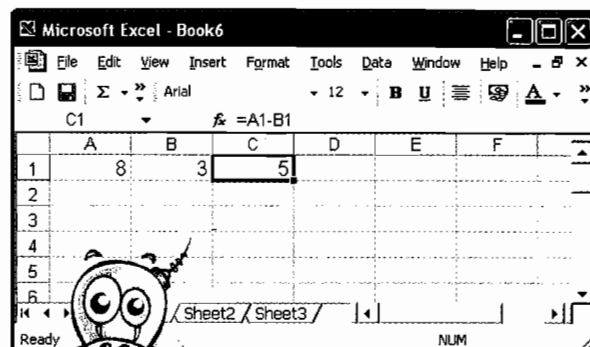


3.5 More formulae

Learning Objective: 2

A subtraction machine

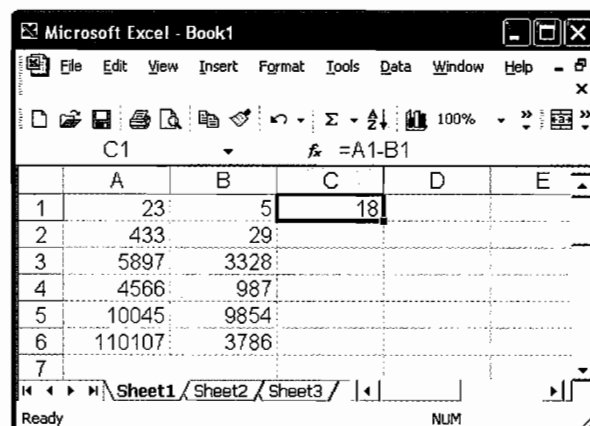
- Click  to start a new worksheet.
- Type 8 in A1 and 3 in B1.
- Click on C1 and type =.
- Click on A1 and tap .
- Click on B1.
- Click  (or tap .
- Cell C1 shows A1 subtract B1.
- The formula used was $=A1-B1$.
- Change the number in A1 to 10, tap  and the value in C1 will change to 7 automatically.



This is a subtraction machine.






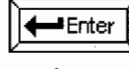
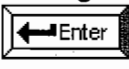
Exercise

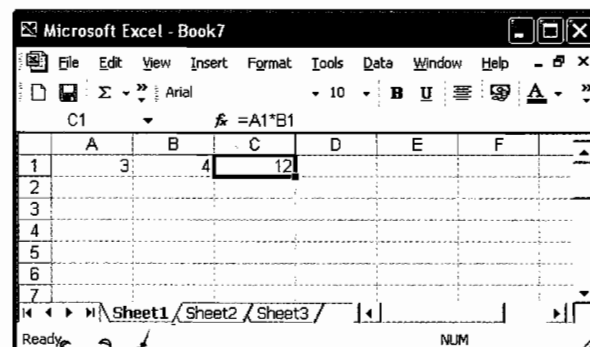
- Use the simple subtraction formula to answer the following subtractions:
 - $23 - 5 =$ _____
 - $433 - 29 =$ _____
 - $5897 - 3328 =$ _____
 - $4566 - 987 =$ _____
 - $10045 - 9854 =$ _____
 - $110107 - 3786 =$ _____



	A	B	C	D	E
1	23	5	18		
2	433	29			
3	5897	3328			
4	4566	987			
5	10045	9854			
6	110107	3786			
7					

A multiplication machine

- Click  to start a new worksheet.
- Type 3 in A1, 4 in B1.
- Click on C1 and type =.
- Click on A1, Tap  or  and  simultaneously.
- Click on B1.
- Click  (Or tap .
- C1 will give the product of 3 and 4 with the formula $=A1*B1$.
- Change the value in A1 to 5 and tap , C1 will become 20 automatically.




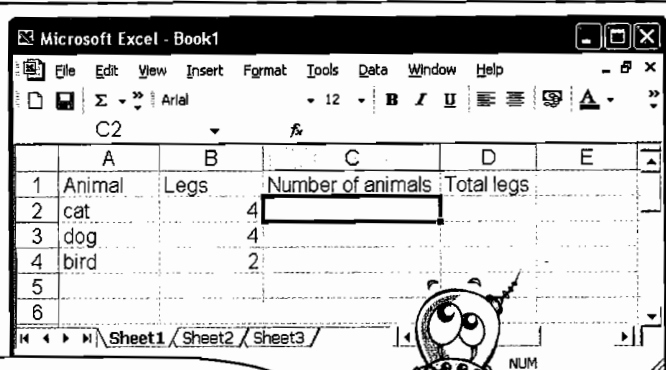
	A	B	C	D	E	F
1	3	4	12			
2						
3						
4						
5						
6						
7						



*The computer uses * to represent multiplication. When you multiply numbers, the answer is the product.*

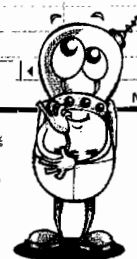
How many legs?

- Click  to start a new worksheet.
- Look back at the picture of cats, dogs and birds on page 29.
- Make a table like this and enter the number of animals in column C.
- In column D, type the multiplication formula to work out how many legs in total for each animal.








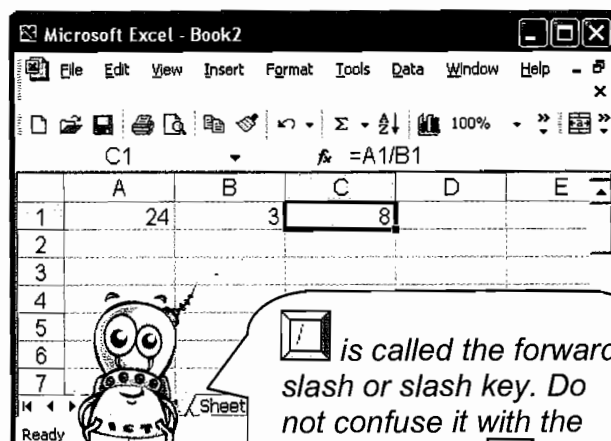
	A	B	C	D	E
1	Animal	Legs	Number of animals	Total legs	
2	cat	4			
3	dog	4			
4	bird	2			
5					
6					

It is a common mistake to use * with the SUM function. $=SUM(A2*B2)$ is **not** a correct formula. $A2*B2$ is sufficient for finding the **product** of the numbers in A2 and B2. SUM is used for finding **totals** only.

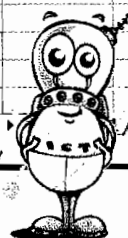




A division machine

- Click  to start a new worksheet.
- Type 24 in A1 and 3 in B1.
- Click on C1 and type =.
- Click on A1.
- Tap .
- Click on B1.
- Click  (or tap ).
- Cell C1 shows the value of A1 divided by B1.
- The computer uses  instead of \div for division.



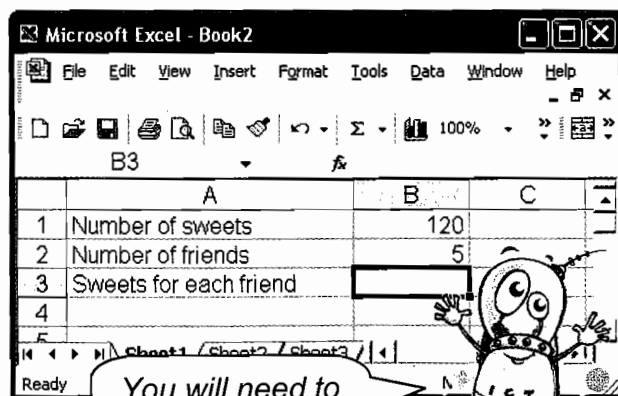
	A	B	C	D	E
1	24	3	8		
2					
3					
4					
5					
6					
7					



 is called the forward slash or slash key. Do not confuse it with the backslash key .

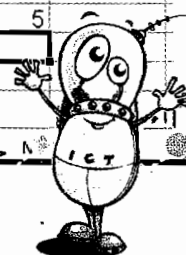
Giving out sweets

- You have 120 sweets you want to give to 5 friends.
- Set out a spreadsheet like this.
- How many sweets can each of your friends have?
- Oh no! You have forgotten about your best friend Siti! The sweets should be divided by 6 instead of 5.
- How many sweets can each of your friends have now?
- If you have 847 sweets and 7 friends, use column C to find out how many sweets you need to give to each of your 7 friends.



	A	B	C
1	Number of sweets	120	
2	Number of friends	5	
3	Sweets for each friend		
4			
5			

You will need to use a dividing formula.



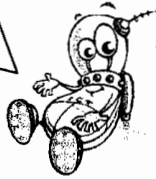
3.6 Survey

Learning Objectives: 1, 2

Survey

Ask your friends how many of these things they would like to spend money on each week.

comics
sweets
CDs
cinema
fares
magazines







- Enter the information on a spreadsheet to see how much pocket money your friends need.

Microsoft Excel - SURVEY.xls

	A	B	C	D	E
1		JIM	REFEYA	KHALID	LING
2	comics	10	10	10	10
3	sweets	14	0	10	20
4	CDs	5	40	50	10
5	cinema	5	25	25	25
6	fares	10	15	25	25
7	magazines	25	20	40	10
8					
9	Total				

Ready NUM

Copying and pasting formulae


- In cell B9, use Σ to find the total money needed.
- You can easily copy the formula to other cells without re-typing it.
- The cell references will change automatically when the formula is placed in a different cell:
 - Click on cell B9.
 - Click .
 - Click on C9 and click .
 - Click on D9 and click .
 - Click on E9 and click .

Microsoft Excel - SURVEY.xls

	A	B	C	D	E
1		JIM	REFEYA	KHALID	LING
2	comics	10	10	10	10
3	sweets	14	0	10	20
4	CDs	5	40	50	10
5	cinema	5	25	25	25
6	fares	10	15	25	25
7	magazines	25	20	40	10
8					
9	Total	69			

Ready NUM

Copying by drag and drop

- You can also copy formulae by **drag and drop**.
- Click on the cell with the formula that you want to copy.
- Place the mouse pointer at the bottom right corner so that its shape changes to .
- Hold down the left mouse button and drag to the cells into which you want to copy and paste the formula.
- Release the mouse button.

Microsoft Excel - SURVEY.xls


	A	B	C	D	E
1		JIM	REFEYA	KHALID	LING
2	comics	10	10	10	10
3	sweets	14	0	10	20
4	CDs	5	40	50	10
5	cinema	5	25	25	25
6	fares	10	15	25	25
7	magazines	25	20	40	10
8					
9	Total	69	110	160	100

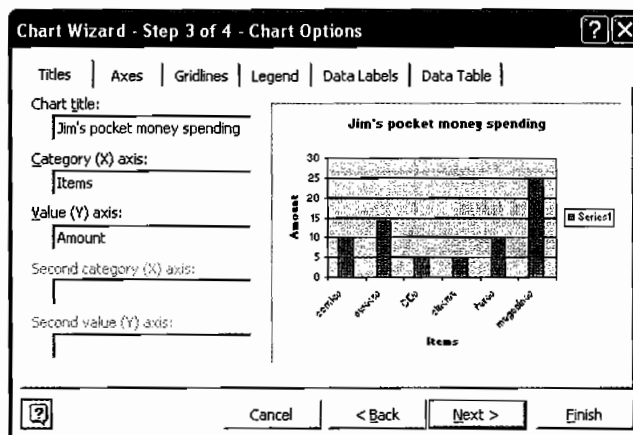
Ready Sum=439 NUM

3.7 Drawing graphs


Learning Objective: 3

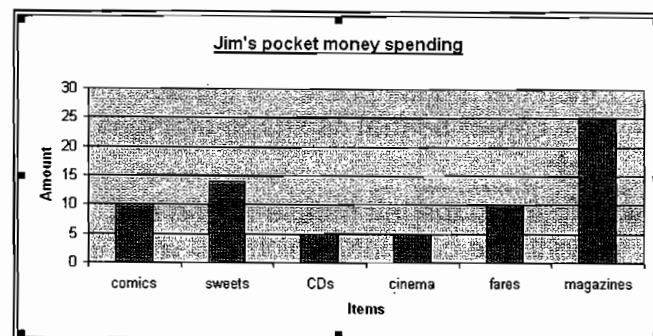
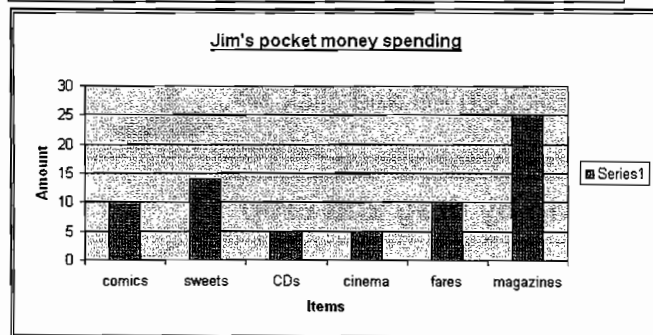
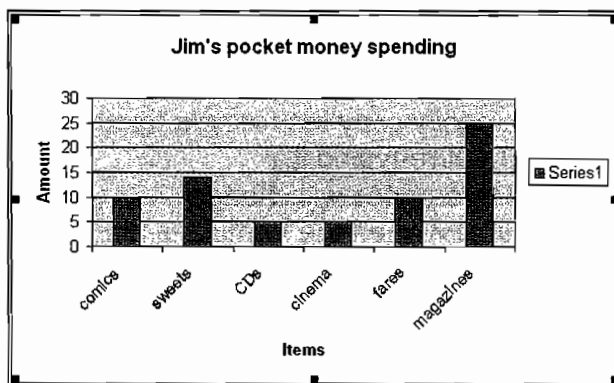
Column graph

- Draw a graph showing what Jim spends his pocket money on.
- Highlight A2 to B7.
- Click .
- Choose the column graph.
- Click **Next >** to go to step 2.
- You will then be shown a preview of the graph.
- Click **Next >** to go to step 3.
- Write a suitable title for the graph. The title should be related to the data that you want to display.




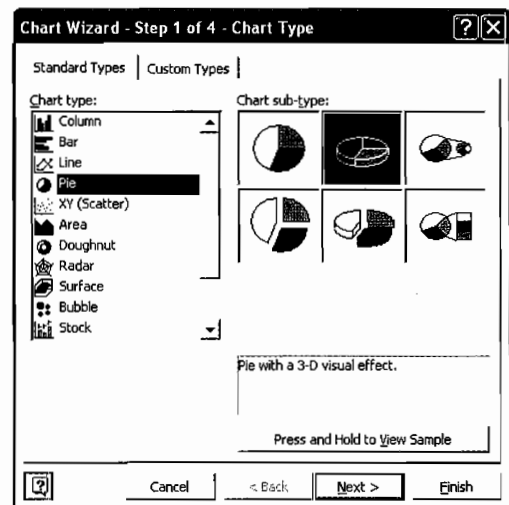
Completing the graph

- Give the x-axis and y-axis a suitable label each.
- Click **Next >** to go to step 4.
- Place the graph 'As object in:' sheet 2.
- Click **Finish**.
- We can still make adjustments to the graph, like changing the font size and font style.
- Enlarge the graph horizontally so that the labels of the items are aligned horizontally.
- Make sure that the labels for all 6 items are shown clearly.
- Click on the title. Change its colour to red, font size to 14 and font style to underlined.
- As we do not need the legend which only shows the meaningless 'Series 1', click on it to select and then tap  to remove it.
- Save your worksheet as expenditure.



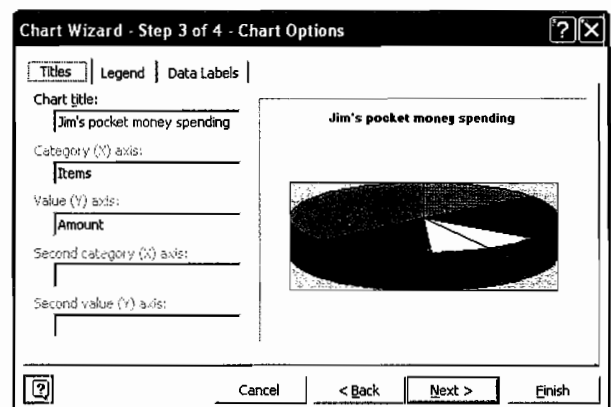
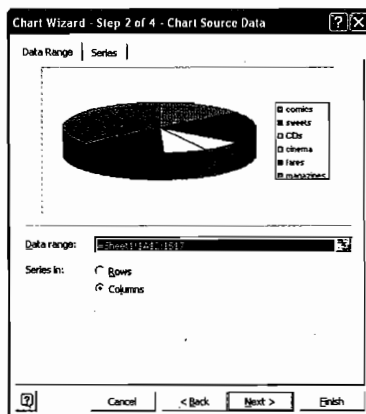
Pie chart

- Instead of a column or bar chart, you can also use a pie chart to display the information.
- Go back to sheet 1 and highlight the same data, A2 to B7.
- Click .
- Choose Pie for Chart type.
- Click the middle type of the first row of the Chart sub-type to select a 3D pie chart.
- Click **Next >** to proceed to step 2.



Steps 2 and 3

- A sample is displayed in step 2.
- Click **Next >** to proceed to step 3.



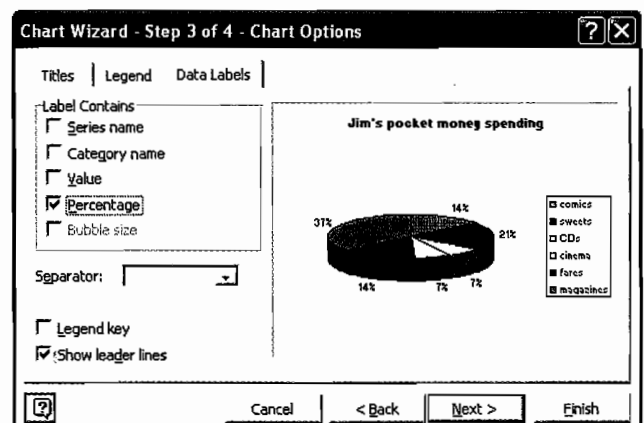
- Type the chart title as Jim's pocket money spending.

Data labels

- Click **Data Labels** to open the data labels folder.
- Check on Percentage and Show leader lines.
- Click **Next >** to proceed to step 4.



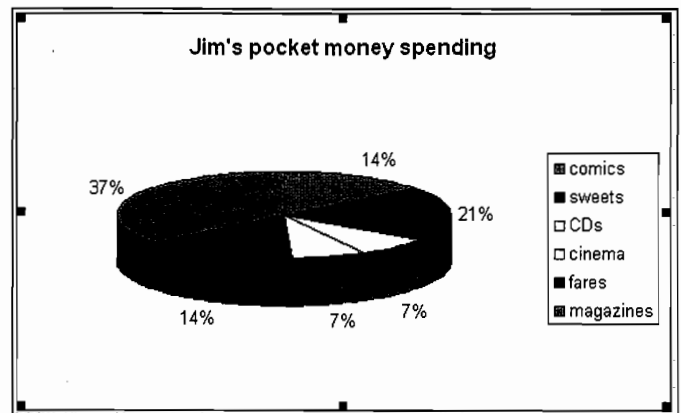
If you show the Category name, then do not show the Legend key.



Interpreting the graph

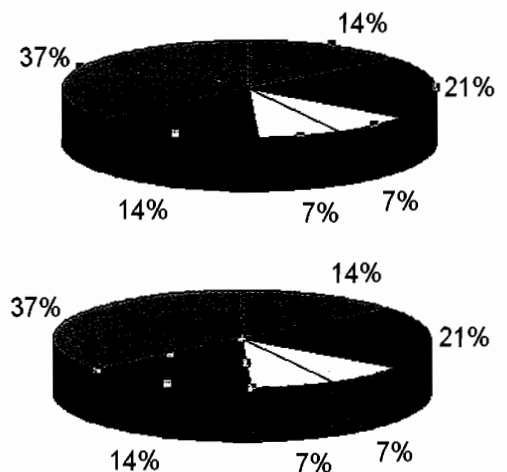
- Place the chart in sheet 3.
- Without referring back to the table of data, based on the pie chart created, Jim spent the largest portion of his pocket money on which of the items?

- What can you say about the amount he spent on fares and comics?

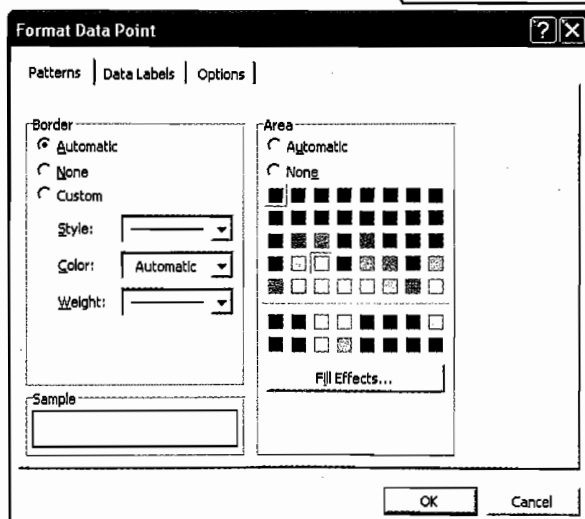


Changing colours

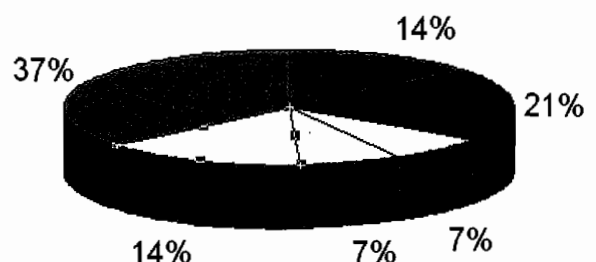
- You can change the colour of each of the segments of the pie chart.
- To change the colour of the segment representing fares, click once somewhere on the pie chart. This will select the entire pie.
- Click once again on the particular segment of which you want to change the colour.
- Double click again on the same segment to get the colour scheme.





Colour scheme



- Pick the desired colour and click .
- Save your work again.



More graphs

- Draw a column chart to show Khalid's weekly expenditure.
- First highlight the items comics, sweets, etc.
- Hold down  and highlight the data for Khalid.
- Click  and choose a 3-D column graph.
- Write a suitable Chart title and label the x- and y-axes accordingly.
- Uncheck Show legend.
- In step 4, place the chart 'As new sheet:' Khalid.
- Save your worksheet using the same file name.
- Print a copy of this graph and glue it in the space below.
- Draw similar charts for Refeya and Ling.

Microsoft Excel - SURVEY.xls

File Edit View Insert Format Tools Data Window Help


D2 10


	A	B	C	D	E
		JIM	REFEYA	KHALID	LING
1					
2	comics	10	10	10	10
3	sweets	14	0	10	20
4	CDs	5	40	50	10
5	cinema	5	25	25	25
6	fares	10	15	25	25
7	magazines	25	20	40	10
8					

Ready Sum=160 NUM

Chart Wizard - Step 4 of 4 - Chart Location

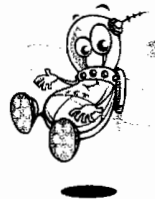
Place chart:

 As new sheet: Khalid

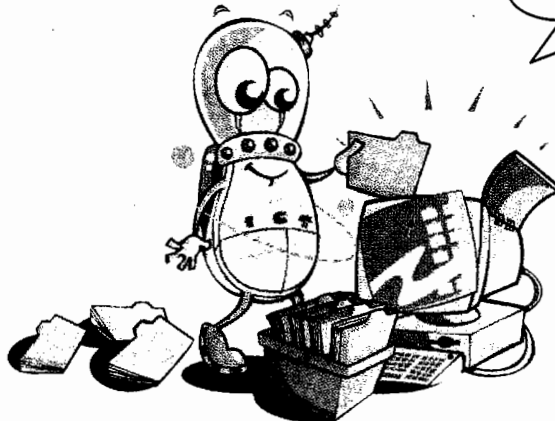
 As object in: Sheet1

Cancel < Back Next > Finish

Do you know why the graph for Refeya does not show any column for sweets?





Glue your column chart here. It is all right for you to cover me.



3.8 More graphs

Learning Objective: 3

Another pie chart

- Draw a pie chart to show what Ling spends his pocket money on each week.
- First highlight the items comics, sweets, etc.
- Hold down  and highlight the data for Ling.
- Click  and choose a 3-D pie graph.
- Write a suitable Chart title.
- At step 4, place the chart 'As new sheet:' Ling.
- Save your worksheet using the same filename.
- Print a copy of this graph and glue it in the space below.
- Draw a pie chart each to show how Refeya and Khalid spend their pocket money each week.
- Do you know why the pie chart for Refeya has only 5 segments?

Microsoft Excel - SURVEY.xls

	A	B	C	D	E
1		JIM	REFEYA	KHALID	LING
2	comics	10	10	10	10
3	sweets	14	0	10	20
4	CDs	5	40	50	10
5	cinema	5	25	25	25
6	fares	10	15	25	25
7	magazines	25	20	40	10
8					

Ready Sum=100 NUM

Chart Wizard - Step 4 of 4 - Chart Location

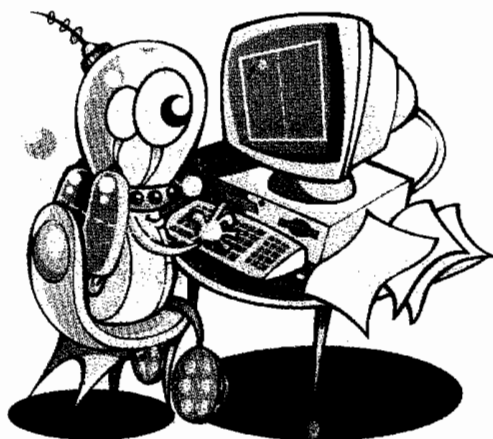
Place chart:

☒ As new sheet: Ling

☐ As object in: Sheet1

Cancel < Back Next > Finish

Glue your graph here. It is all right for you to cover me.



3.9 Completing data

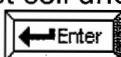
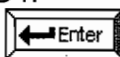
Learning Objectives: 4, 5

Completing data

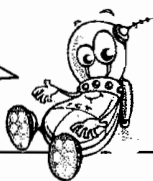
- The school Science Club wants to raise funds for their annual activities by taking part in the school food fair.
- The club's target is RM500.00.
- Open the MS Excel file budget.
- Complete the list of items.
- Fill in the quantity column in the table based on the quantity given.
- Save the file as budget1.

Item	Quantity
Cola	96
Lemonade	96
Orange juice	96
Mineral water	120
Burger	50
Fried chicken wing	100
Cake	30
Fried noodle	50
Watermelon	50
Papaya	50


Calculation

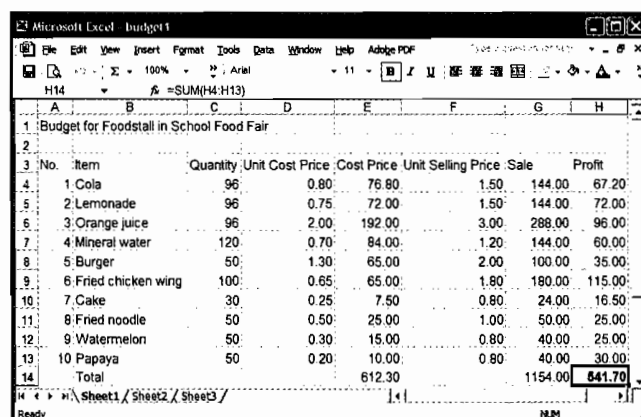
- The cost price for Cola is its **unit cost price x quantity**.
- Click on the first cell under Cost Price (E4) and tap =.
- Click on the first cell under Unit Cost Price (D4).
- Tap *.
- Click on the first cell under Quantity (C4).
- Click ✓ or tap .
- Copy the formula from E4 to the rest of the cells under Cost Price.
- The sale for Cola is its **unit selling price x quantity**.
- Click on the first cell under Sale (G4) and tap =.
- Click on the first cell under Unit Selling Price (F4) and tap *.
- Click on the first cell under Quantity (C4).
- You can also type the formula =F4*C4 directly in cell G4.
- Click ✓ or tap .
- Copy the formula from G4 to the rest of the cells under Sale.
- Save your worksheet again.

You can type the formula
=D4*C4 directly in cell E4.



Target

- Profit for selling Cola is the difference between the cost price and the sale (H4=G4-E4).
- Click on H4 and tap =.
- Click on G4 and tap - (the minus sign).
- Click on E4.
- Click ✓ or tap .
- Copy the formula to the rest of the cells under Profit.
- Use the SUM function to find the **total cost price, total sale and total profit**.
- Can the club achieve its target?
- Save the worksheet using the same file name.



No.	Item	Quantity	Unit Cost Price	Cost Price	Unit Selling Price	Sale	Profit
1	Cola	96	0.80	76.80	1.50	144.00	67.20
2	Lemonade	96	0.75	72.00	1.50	144.00	72.00
3	Orange juice	96	2.00	192.00	3.00	288.00	96.00
4	Mineral water	120	0.70	84.00	1.20	144.00	60.00
5	Burger	50	1.30	65.00	2.00	100.00	35.00
6	Fried chicken wing	100	0.65	65.00	1.80	180.00	115.00
7	Cake	30	0.25	7.50	0.80	24.00	16.50
8	Fried noodle	50	0.50	25.00	1.00	50.00	25.00
9	Watermelon	50	0.30	15.00	0.80	40.00	25.00
10	Papaya	50	0.20	10.00	0.80	40.00	30.00
	Total			612.30		1154.00	841.70

3.10 What if

Learning Objectives: 4, 5

Change data

- It was found that the unit cost prices for some of the items were wrongly quoted.
- The correct unit cost prices are as follow:
 - Burger – RM1.50
 - Fried chicken wing – RM0.85
- With these changes in price, do you think the club can still achieve the target of RM500?
- Adjust the unit cost prices as above.
- Save your adjusted spreadsheet as budget2.
- Was your prediction correct? _____

No.	Item	Quantity	Unit Cost Price	Cost Price	Unit Selling Price	Sale	Profit
1	Cola	96	0.80	76.80	1.50	144.00	67.20
2	Lemonade	96	0.75	72.00	1.50	144.00	72.00
3	Orange juice	96	2.00	192.00	3.00	288.00	96.00
4	Mineral water	120	0.70	84.00	1.20	144.00	60.00
5	Burger	50	1.50	75.00	2.00	100.00	25.00
6	Fried chicken wing	100	0.85	85.00	1.80	180.00	95.00
7	Cake	30	0.25	7.50	0.80	24.00	16.50
8	Fried noodle	50	0.50	25.00	1.00	50.00	25.00
9	Watermelon	50	0.30	15.00	0.80	40.00	25.00
10	Papaya	50	0.20	10.00	0.80	40.00	30.00

Actual sale

- During the actual fair, what if some of the items were not completely sold?
- Do you think the club can still reach the target of RM500? _____
- Insert a column in between columns E and F: select column F. Click **Insert** on the menu bar, then select **Columns**.
- Enter the column head as **Quantity Sold**.
- Enter the quantities sold in this new column F.
- You will need to change the formula for Sale.
- The formula for Sale for Cola is now **quantity sold x unit selling price**.
- Copy this formula to the rest of the cells in column H.
- Use the SUM function to find the **total actual sale**.
- Was your prediction correct? _____
- Draw a column chart to show the profit for each item.
- Place the chart below the spreadsheet.
- Save your work as budget3.
- Based on the graph, which item has the highest profit?

Item	Quantity Sold
Cola	90
Lemonade	88
Orange juice	80
Mineral water	111
Burger	50
Fried chicken wing	98
Cake	25
Fried noodle	48
Watermelon	44
Papaya	45

No.	Item	Quantity	Unit Cost Price	Cost Price	Quantity Sold	Unit Selling Price	Sale	Profit
1	Cola	96	0.80	76.80	90	1.50	135.00	58.20
2	Lemonade	96	0.75	72.00	88	1.50	132.00	60.00
3	Orange juice	96	2.00	192.00	80	3.00	240.00	48.00
4	Mineral water	120	0.70	84.00	111	1.20	133.20	49.20
5	Burger	50	1.50	75.00	50	2.00	100.00	25.00
6	Fried chicken wing	100	0.85	85.00	98	1.80	176.40	91.40
7	Cake	30	0.25	7.50	25	0.80	20.00	12.50
8	Fried noodle	50	0.50	25.00	48	1.00	48.00	23.00
9	Watermelon	50	0.30	15.00	44	0.80	35.20	20.20
10	Papaya	50	0.20	10.00	45	0.80	36.00	26.00
11	Total			642.30			1055.80	413.80

Give your graph a proper title and label the x-axis and y-axis accordingly.

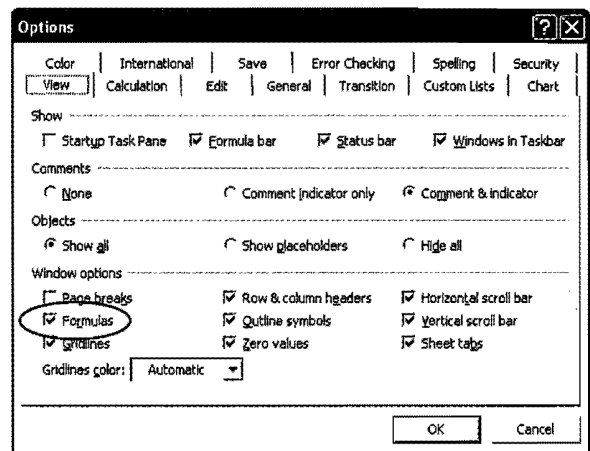


3.11 Evidence

Learning Objectives: 4, 5

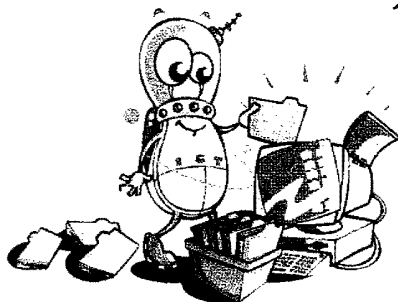
Formula

- Open budget3 if you have closed it.
- You can show all the formulae that you have used in this worksheet as evidence that you have done the worksheet correctly.
- Click **Tools**.
- Click **Options...**.
- A dialogue table is displayed.
- Click the **View** folder.
- Under the section **Window options**, check the option **Formulas**: ☒ Formulas.
- Click **OK**.
- Note that instead of the calculated values, the formulae are now displayed.
- As some of the formulae are longer than the default column width, you need to adjust the column width.
- Save this version of your worksheet as budget4.



Printing

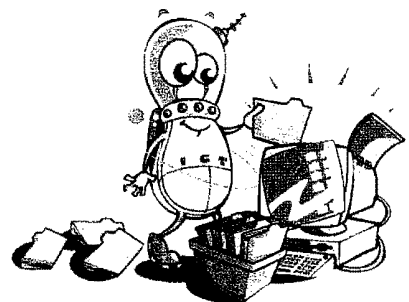
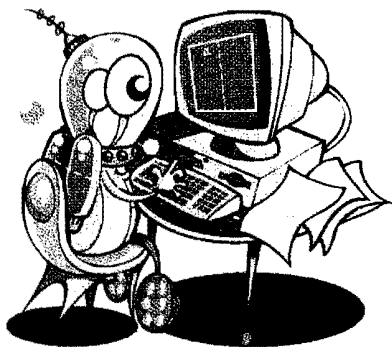
- Print a copy of budget4, showing all the formulae used.
- Glue the printed page on this page.

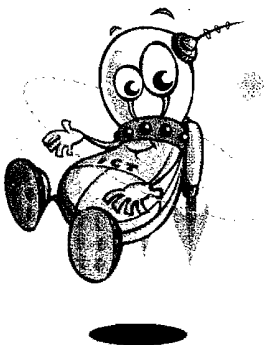
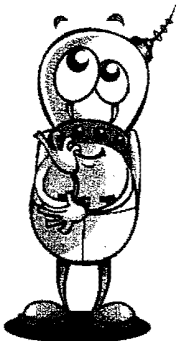
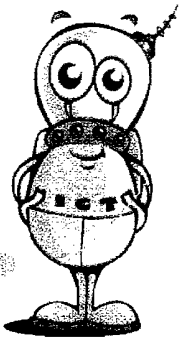
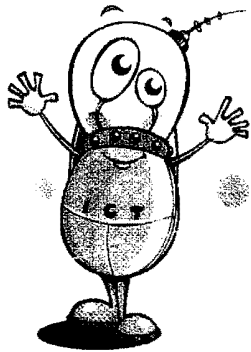


Glue your printed copies here.
I don't mind if you cover me!

More printing

- Print budget3, showing the worksheet and the graph.
- Glue the printout on this page as evidence of your hard work.

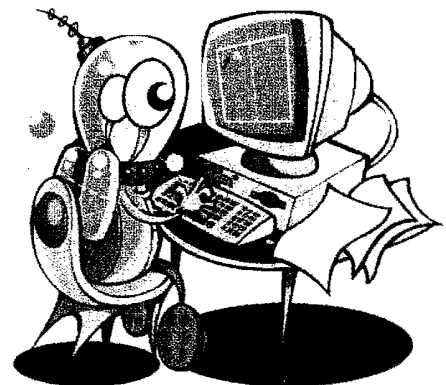




Module 4 Exploring Databases

Learning Objectives

	Student is able to:	Pass/ Merit
1	Add new records to a data file	P
2	Identify field types	P
3	Use 'equals', 'more than' and 'less than' in searches	P
4	Re-phrase a given question in terms of search criteria	M
5	Interpret data	M



4.1 Exploring databases

Learning Objective: 1

What words mean

- **Data** is information.
 - The ages of your friends are data.
 - What food you like best is data.
- A **database** is a collection of data. Your list of birthdays for friends is a database. Your teacher's class register is a database. You can use Microsoft Access to make a database.
- **Fields** are the headings under which you put data. You might want to collect data about pets. The number of legs might be one field. Their weight might be another field.
- A **record** is a set of data about one particular thing or person. In a database about people in your class, each record would be given the name of a person in the class. In a database about dinosaurs, each record would be given the name of a dinosaur.
- A **file** is a collection of records. All the records of people in your class might be called 'Class 5A'. All your dinosaur records might be called 'Dinosaurs'. The file name is the name you use to save your computer database.





Test yourself

- Check that you understand the words by filling in these blanks.

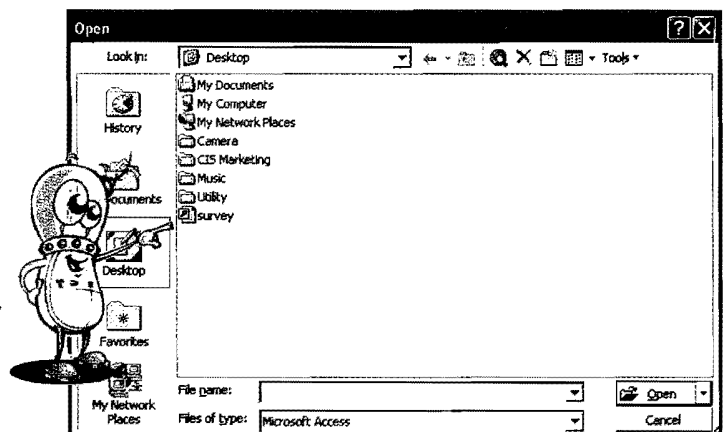
Jim Kelly had some d _ _ a on ways to travel. He wrote his dat _ _ _ _ e on paper. Then he put it on the computer. He made it into a f _ _ _ called 'Travel'. This f _ _ _ had re _ _ _ _ of all the different ways to travel. Each record had a f _ _ _ _ called 'Number of wheels'. It was difficult for Jim to fill that f _ _ _ _ in the jumbo jet re _ _ _ _ . When he saved his f _ _ _ _ in the computer he called it 'JKtravel'.



Microsoft Access

- Click  start.
- Click  Microsoft Access.
- Click .
- Select the file survey.
- Click .



Select the file survey.

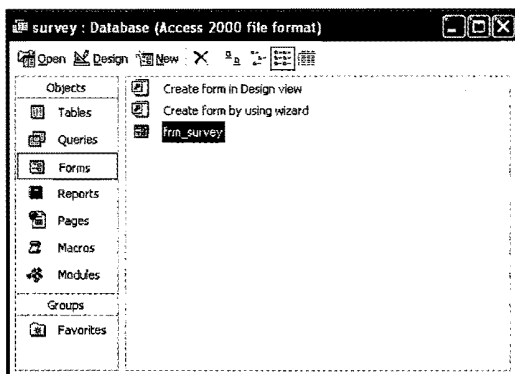


4.2 Database basic

Learning Objective: 1

Look through the records

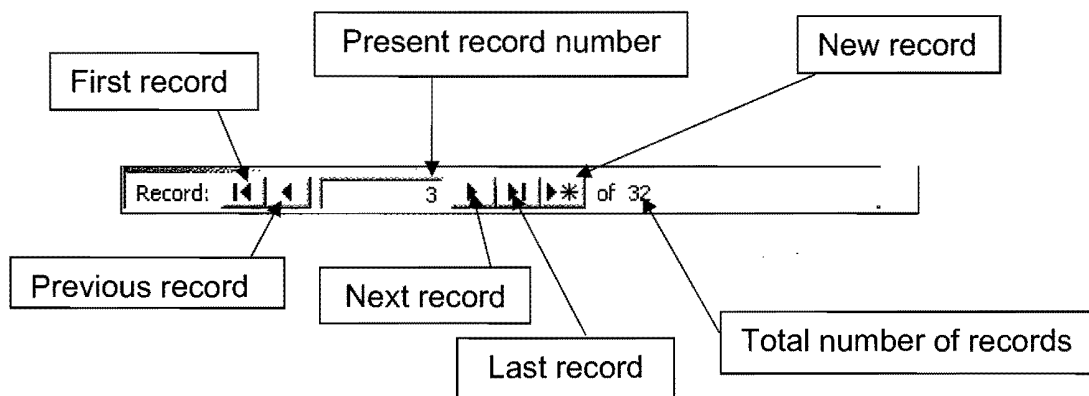
- Click  Forms
- Double click on  **frm_survey** to view an individual record.




No	1
Name	Sally
Age	7
Sex	Female
Eye colour	hazel
Hair colour	fair
Height	121 cm
Weight	27 Kg
Birthday	February
Food	Chips
Roll tongue	<input checked="" type="checkbox"/>

Record: 1 of 32

Look at the file



Viewing records

- Click  until you get to record number 10.
- What is the name of the child?

- How old is the child?

- Is the child a boy or a girl?

- What is the child's eye colour?

- How tall is the child?

- What is the child's weight?

- In which month was the child born?



- What is the child's favourite food?

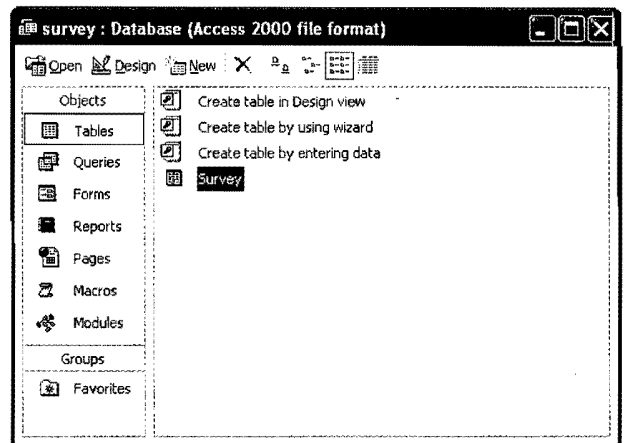
- Can the child roll his or her tongue?

4.3 Tables

Learning Objective: 1

Spreadsheet format



- You can view the records in the spreadsheet format.
- Click  Tables
- Click  Survey
- Use this format to find out if these are **True** (T) or **False** (F).
 - Sam is 7 years old..... ☐
 - Julia has brown eyes..... ☐
 - Nicholas likes fish..... ☐
 - Kate is taller than 140 cm..... ☐
 - Rose was born during Christmas..... ☐
 - Christopher has brown hair..... ☐
 - Jane cannot roll her tongue..... ☐



No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
1	Sally	7	Female	hazel	fair	121	27	February	Chips	<input checked="" type="checkbox"/>
2	Alex	7	Male	brown	brown	100	20	April	Fish	<input checked="" type="checkbox"/>
3	Sam	7	Male	brown	fair	111	23	August	Roasted chicken	<input type="checkbox"/>
4	Peter	8	Male	hazel	black	123	25	January	Roasted chicken	<input checked="" type="checkbox"/>
5	Andrew	7	Male	brown	black	121	25	May	Beef	<input checked="" type="checkbox"/>
6	Matthew	8	Male	blue	black	133	22	July	Fish	<input type="checkbox"/>
7	David	7	Male	hazel	black	122	26	July	Chips	<input checked="" type="checkbox"/>
8	Julia	7	Female	brown	black	123	27	June	Curry	<input type="checkbox"/>
9	Phillipa	8	Female	hazel	fair	133	28	December	Chips	<input checked="" type="checkbox"/>
10	Nicholas	7	Male	brown	fair	125	28	October	Beef	<input type="checkbox"/>


Record: 1 of 32

Adding new records

- Click .
- If you are still in the spreadsheet layout format, you will be brought to a new row.
- Ignore  (AutoNumber). This number will be inserted automatically by the computer once you have completed the data of a new record.
- Type the new data under the appropriate column headings.
- Do not enter the units for Height and Weight.

Name:	Morris
Age:	8
Sex:	Male
Eye colour:	black
Hair colour:	fair
Height:	120 (cm)
Weight:	29 (kg)
Birthday:	September
Food:	Chips
Roll tongue:	Yes

More new records

- Add two more records.
- Click  to save the newly added records.






Name: Bernard
 Age: 9
 Sex: Male
 Eye colour: brown
 Hair colour: fair
 Height: 133 (cm)
 Weight: 31 (kg)
 Birthday: December
 Food: Ice-cream
 Roll tongue: Yes

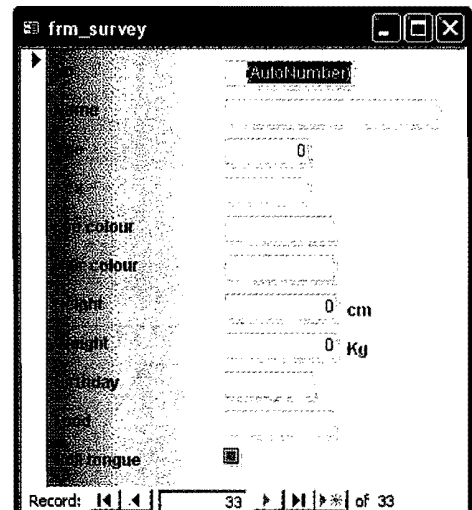
Name: Maimunah
 Age: 10
 Sex: Female
 Eye colour: black
 Hair colour: black
 Height: 125 (cm)
 Weight: 28 (kg)
 Birthday: January
 Food: Roasted chicken
 Roll tongue: No

Using form for new records

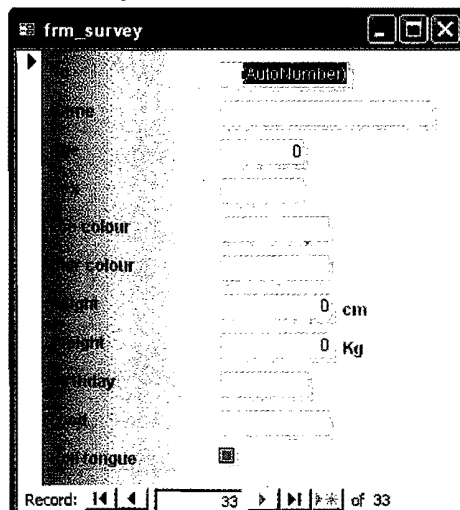
- You can also add in new records using **form**.
- If you are not looking at the **Database**

Window, clicking  will bring you to it.

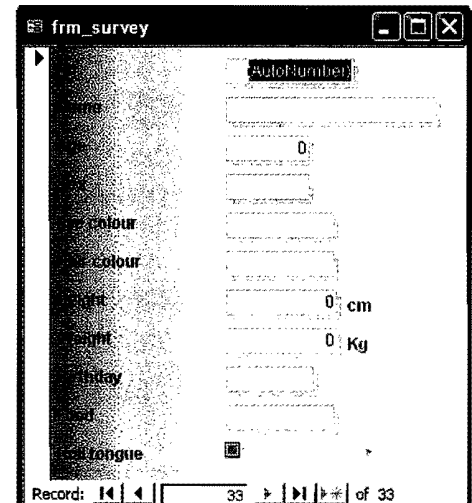
- Click  Forms then click  frm_survey.
- Click  to get a blank form as displayed.
- Interview 3 friends and fill in their particulars in the blank forms on this page.
- Use these data to add more records.
- Just like when you were using spreadsheet layout format, ignore  (AutoNumber).
- Fill in all the fields on-screen and click  to save the newly added records.



Record: 14 of 33



Record: 14 of 33

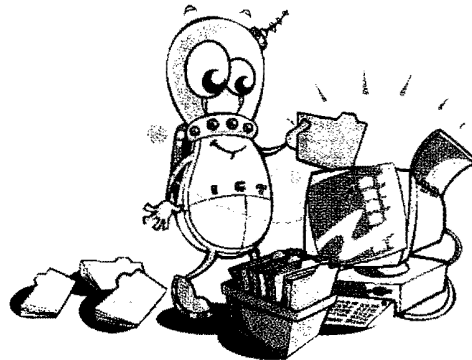


Record: 14 of 33

Evidence of adding new records

- After you have added the 6 records, if you are using the form, change the view to spreadsheet layout format so that you can see all the 6 records you have added.
- Do a snapshot of the 6 records added. Paste the snapshot in a new MS Word document.
- Save the document as **NewRecords**.
- Print a copy of **NewRecords** and glue the hard copy on this page as evidence that you have managed to add 6 new records.


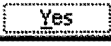
*Glue your
printed copy
on this page.*



4.5 Records

Learning Objectives: 1, 2

Delete record

- Before you delete the record you must select the record to be deleted.
- If you are using form, display the record before you delete it.
- If you are using spreadsheet layout, place the mouse pointer at the record to be deleted.
- Select the record on Morris that you added in the previous exercise.
- Click .
- A warning message will be displayed.
- Click  to confirm.
- Delete one more record: Bernard.

Microsoft Access




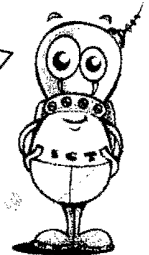
You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?

Yes

No

In spreadsheet layout format, you can highlight more than 1 record and click on  to delete all the records highlighted.



Field types

- Every field has a specific field type for a specific purpose.
- AutoNumber: generates numbering automatically.
- Text: most common and used for text-related fields.
- Number: important when calculation is needed.
- Date/Time: date-related field.
- Yes/No: for specific Yes/right or No/wrong answers only.
- Currency: for inputting currency.
- Alphanumeric: mixes numbers with alphabetic letters (e.g. name and address).

Survey : Table

Field Name	Data Type
No	AutoNumber
Name	Text
Age	Number
Sex	Text
Eye colour	Text
Hair colour	Text
Height	Number
Weight	Number
Birthday	Text
Food	Text
Roll tongue	Yes/No

Field Properties

General	Lookup
Field Size	6
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None

Invalid data

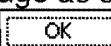
Microsoft Access



The value you entered isn't valid for this field.

For example, you may have entered text in a numeric field or a number that is larger than the FieldSize setting permits.

OK

- If you have entered data of the irrelevant field type, Microsoft Access will prompt a message as shown above.
- Click  to re-enter the relevant data.


Identify field type

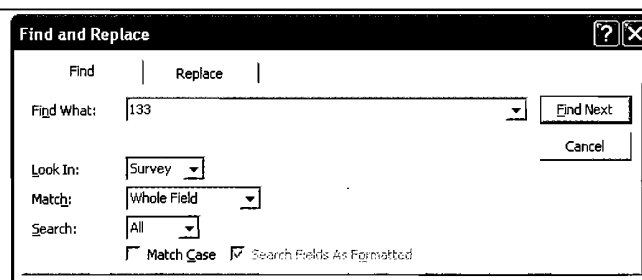
	ID	Name	Home town	Pocket money	Number of Brothers&Sisters	Age	Number of pets	Right handed	Joining date
▶	1	Raymond	Lawas	RM20.00	3	16	1	<input checked="" type="checkbox"/>	03/03/2002
	2	Peter	Ipoh	RM50.00	5	21	0	<input type="checkbox"/>	01/06/2003
	3	Mary	London	RM60.00	2	15	4	<input type="checkbox"/>	03/01/2004
	4	Khalid	Malacca	RM33.00	12	17	0	<input checked="" type="checkbox"/>	06/06/2001
	5	Munah	Jakarta	RM15.00	6	18	2	<input checked="" type="checkbox"/>	09/10/2003
*	per)			RM0.00	0	0	0	<input type="checkbox"/>	

- Identify the field type of each of the fields used in the table above:

- Name – Text
- Age – Number
- Home town – Text
- Number of pets – Number
- Pocket money – Text
- Right handed – Yes/No
- Number of Brothers&Sisters – Number
- Joining date – Date

Finding records

- Click .
- To find children that are 133 cm tall, type 133 (without 'cm') in the field Find What:
- Check that the Look In: field contains the file name Survey.
- Click **Find Next**.
- The first record meeting your find criteria in Find What: will be displayed.
- Click **Find Next** to continue to look for records.
- A message will be displayed if there are no more records meeting your criteria.



Find and Replace

Find | Replace

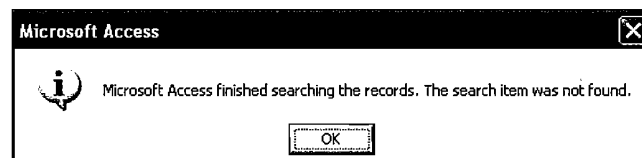
Find What: 133 **Find Next**

Look In: Survey **Cancel**

Match: Whole Field

Search: All

☐ Match Case ☒ Search Fields As Formatted



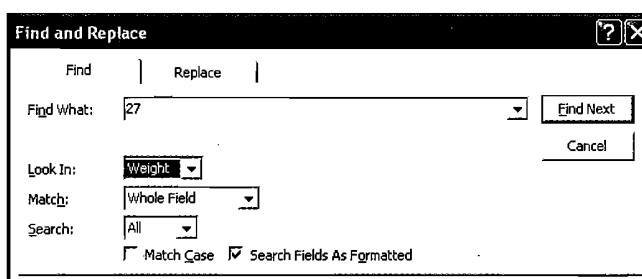
Microsoft Access

Microsoft Access finished searching the records. The search item was not found.

OK

Be accurate

- In the above example, a child with weight 133 kg will also appear as part of the result.
- To be more specific, you can first click on the field that you wish to search through.
- After typing the criteria in Find What: , ensure that the appropriate field name appears in Look In: .
- Click **Find Next** to start finding the records.
- You must be accurate in writing your criteria in Find What: .



Find and Replace

Find | Replace

Find What: 27 **Find Next**

Look In: Weight **Cancel**

Match: Whole Field

Search: All






☐ Match Case ☒ Search Fields As Formatted

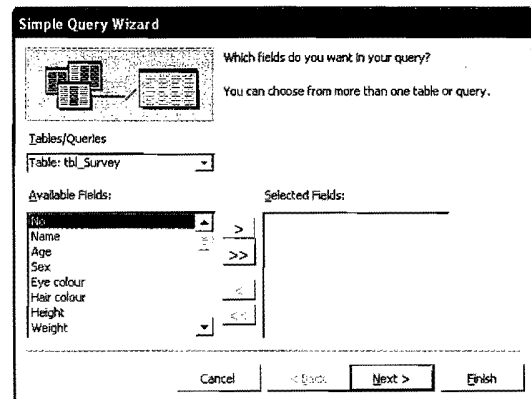
- If you are finding names, ensure that the names that you are typing are correct.
- You will not find Matthew if you type Mathew, missing a 't'.

4.6 Query

Learning Objective: 3

Create query

- We use **query** to find records with conditions.
- Click  to go back to the Database Window.
- Click  Queries.
- Click  Create query by using wizard.
- A Simple Query Wizard will be displayed.
- Make sure that under Tables/Queries, the table selected is tbl_Survey.
- Click  to select all the fields.
- Click  to continue.



Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: tbl_Survey


Available Fields:

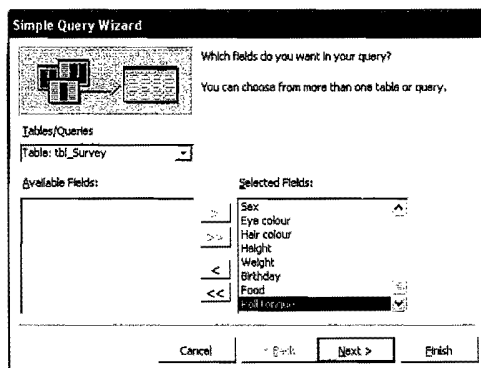
No	>
Name	>>
Age	>>
Sex	>>
Eye colour	>>
Hair colour	>>
Height	>>
Weight	>>

Selected Fields:

Cancel < Back Next > Finish

Simple Query Wizard

- Check to see that all the fields appear in the box under Selected Fields:.
- Click  to continue.



Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.



Tables/Queries
Table: tbl_Survey

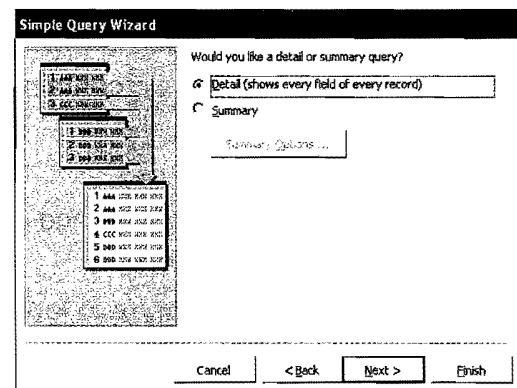
Available Fields:

Selected Fields:

Sex
Eye colour
Hair colour
Height
Weight
Birthday
Food
Postcode

Cancel < Back Next > Finish

- Select  Detail (shows every field of every record).
- Click  to continue.



Simple Query Wizard

Would you like a detail or summary query?


☒ Detail (shows every field of every record)

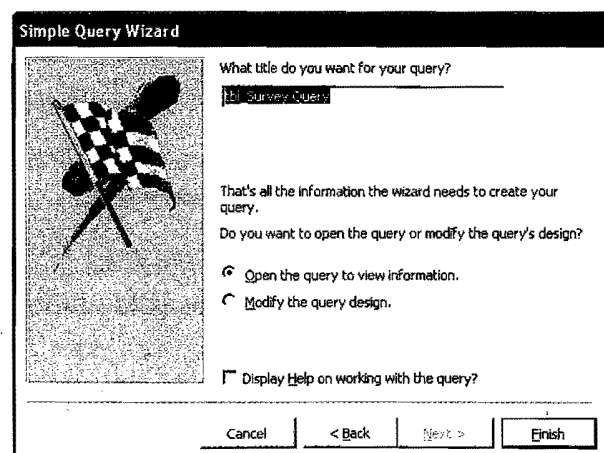
☐ Summary

Summary: Options...

Cancel < Back Next > Finish

Final step

- Use the default query name tbl_Survey Query for the question What title do you want for your query?
- You can change the query design later on.
- Select Open the query to view information.
- Click  to view the information.
- You will get all the data in the format of a spreadsheet.



Simple Query Wizard

What title do you want for your query?
tbl_Survey Query

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

☒ Open the query to view information.

☐ Modify the query design.

☐ Display Help on working with the query?

Cancel < Back Next > Finish


View data

- The result actually included all the records because we did not set any **criteria** on the query.
- Once the criteria is set, the result will show only the relevant records.


No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
1	Sally	7	Female	hazel	fair	121	27	February	Chips	<input checked="" type="checkbox"/>
2	Alex	7	Male	brown	brown	100	20	April	Fish	<input checked="" type="checkbox"/>
3	Sam	7	Male	brown	fair	111	23	August	Roasted chicken	<input type="checkbox"/>
4	Peter	8	Male	hazel	black	123	25	January	Roasted chicken	<input checked="" type="checkbox"/>
5	Andrew	7	Male	brown	black	121	25	May	Beef	<input checked="" type="checkbox"/>
6	Matthew	8	Male	blue	black	133	22	July	Fish	<input type="checkbox"/>
7	David	7	Male	hazel	black	122	26	July	Chips	<input checked="" type="checkbox"/>
8	Julia	7	Female	brown	black	123	27	June	Curry	<input type="checkbox"/>
9	Phillipa	8	Female	hazel	fair	133	28	December	Chips	<input checked="" type="checkbox"/>
10	Nicholas	7	Male	brown	fair	125	28	October	Beef	<input type="checkbox"/>
11	Kate	10	Female	brown	black	135	28	January	Roasted chicken	<input checked="" type="checkbox"/>
12	Thomas	8	Male	brown	black	127	27	July	Chips	<input type="checkbox"/>

Record: 1 of 32

Criteria

- Click  to go to the design view of the query.
- In the row **Criteria:**, under the header **Hair colour**, type fair.

Field:	No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
Table:	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey	tbl_Survey
Sort:											
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						fair					
or:											



- Click .
- A list of the data for those with **fair hair colour** will be displayed.
- The total number of such records is shown at the bottom.

No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
1	Sally	7	Female	hazel	fair	121	27	February	Chips	<input checked="" type="checkbox"/>
3	Sam	7	Male	brown	fair	111	23	August	Roasted chicken	<input type="checkbox"/>
9	Phillipa	8	Female	hazel	fair	133	28	December	Chips	<input checked="" type="checkbox"/>
10	Nicholas	7	Male	brown	fair	125	28	October	Beef	<input type="checkbox"/>
13	Robert	9	Male	hazel	fair	144	26	August	Roasted chicken	<input checked="" type="checkbox"/>
16	Robertson	9	Male	brown	fair	144	26	February	Fish	<input type="checkbox"/>
17	Claire	10	Female	hazel	fair	145	29	May	Roasted chicken	<input checked="" type="checkbox"/>
18	Rose	11	Female	hazel	fair	165	28	December	Chips	<input checked="" type="checkbox"/>
20	Philip	10	Male	brown	fair	134	33	November	Beef	<input type="checkbox"/>
23	Norman	11	Male	brown	fair	156				<input checked="" type="checkbox"/>
26	Christopher	11	Male	hazel	fair					<input checked="" type="checkbox"/>



* nber: 0
Record: 1 of 11





There are 11 children with fair hair colour.

More queries



- Click . Delete the criteria fair under the Hair colour column.
- Type February in the criteria under Birthday and click .
 - How many children were born in the month of February?
- Write down the names of all the children who were born in February.
- Change February to May. How many children were born in May?

Search for height

- Which children are 111 cm tall?
- To find the answer, we must first identify the criteria.
- The criteria is **height = 111 cm**.
- Click  to change to the query design mode.
- Type 111 for criteria under Height.
- Do not put any unit for 111.
- Click .
- This will run the query and display all the children having height = 111 cm.
- Write down all their names below:

- Which children are taller than 160 cm?
- Here we can use the **symbol greater than >** for 'taller'.
- Click  to change to the design mode again.
- Replace 111 with >160 and click .
- How many of them are taller than 160 cm?
- Replace >160 with >=160 and click .
- The result should show all those who are exactly 160 cm and those who are taller than 160 cm.
- Replace >=160 with =>160 and click .
- You will get an error message because => is not a correct syntax.

Search for weight


- Click  to change to the query design mode.
- Hassan's weight is 28 kg.
- Find out how many of the children are lighter than **or** the same weight as Hassan.
- First identify the criteria.
- 'Lighter' means 'less than', so we use the symbol **less than <** here.
- Instead of typing <=28 for the criteria under the column Weight, you can type 28 under the column Weight in the Criteria: row and type <28 under the column Weight but in the or: row.
- Click  to find the answer.

tbl_Survey Query : Select Query

tbl_Survey

Field:	Height	Weight	Birthc
Table:	tbl_Survey	tbl_Survey	tbl_Su
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:		28	
or:		<28	

Search for food

- Is your favourite food on the list?
- Click  to change to the query design mode.
- Search for others who like the same food as you.
- Find out how many children like chips **or** fish.

- How many of the children like curry **or** beef?

Hair

- These are the colours of the hair of the children in this survey.



black



brown

blonde



dark brown



fair



red



- Find out how many children have black hair, brown hair and dark brown hair.

Putting two searches together

- How many children are 144 cm tall?

- How many children weigh 26 kg?

- How many children are 144 cm tall **and** weigh 26 kg?

- Click  to change to the query design mode.
- Type 144 for criteria under Height.
- Type 26 for criteria under Weight.
- Click .
- Save the query as QH+Wt.

Make up other searches

- How many children with blonde hair also have brown eyes?
-
- Save your query as query2.
 - Who are the children that were born in July and can roll their tongues?
-
- Save your query as query3.

- Do any children with black hair also have blue eyes?
-

- Save your query as query4.

For Yes/No field,
you only have to
type YES or NO!

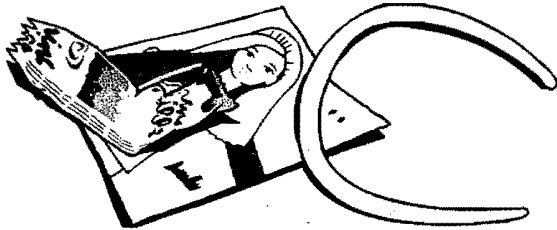


4.8 Search and sorting

Learning Objectives: 4, 5

Return the coat

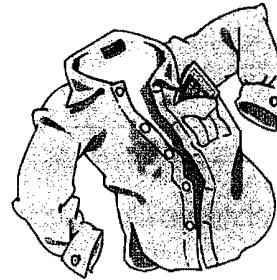
- Find out who lost a coat.



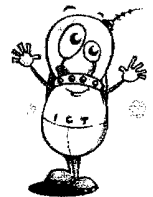
- A coat was found.
- In the pocket the teacher found:
 - An ice-cream wrapper.
 - A birthday card posted in May.
 - A girl's hair band.
- Create a query to find out who lost her coat by identifying the clues found by the teacher.
- 'An ice-cream wrapper' indicates the owner likes to eat ice-cream.
- 'A birthday card posted in May' indicates that the owner's birthday is in May.
- 'A girl's hair band' indicates the owner is a girl.
- Based on these criteria, find out who lost a coat.
- Save your query as FindCoat.

Return the shirt

- Find out who lost a shirt.
 - It had curry on it.
 - In the pocket was a star sign chart for December.



My favourite food is curry!



- Identify the criteria.
- 'It had curry on it' indicates the owner's favourite food is
- 'a star sign chart for December' indicates that the birthday of the owner is in
- Save your query as FindShirt.
- Run the query and identify the owner:

Sort the records

- Open the file survey again.
- Open the table tbl_Survey.
- Place the mouse pointer on any of the names.
- Click Records.

- Click **Sort**.
- Click **Sort Ascending**.
- When you look through the records now, they are in alphabetical order: Alex, Andrew, Betty, Catherine etc.

Survey : Table

No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
2	Alex	7	Male	brown	brown	100	20	April	Fish	<input checked="" type="checkbox"/>
5	Andrew	7	Male	brown	black	121	25	May	Beef	<input checked="" type="checkbox"/>
25	Betty	10	Female	brown	dark brown	153	29	June	Fish	<input checked="" type="checkbox"/>
29	Catherine	11	Female	brown	black	160	35	December	Chips	<input type="checkbox"/>
26	Christopher	11	Male	hazel	fair	154	25	September	Chips	<input checked="" type="checkbox"/>
17	Claire	10	Female	hazel	fair	146	29	May	Roasted chicken	<input checked="" type="checkbox"/>
19	Dani	11	Male	brown	dark brown	165	27	September		

Record: 1 of 32

I did the sorting by clicking the icon



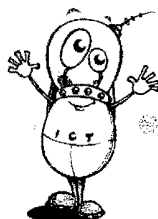
4.9 More sorting

Learning Objective: 5

Sort the records for age

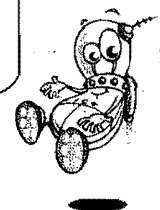
- Open the file survey.
- Open the table tbl_Survey.
- Place the mouse pointer in any cell under Age.
- Click **A↓**. This will sort the records by age in ascending order.

_____ is the youngest at 7 years old.



- Click **Z↓** while the mouse pointer is still in one of the cells under Age. This will sort the records in descending order.

_____ is the eldest at 11 years old.



Sort by height and weight

- Sort the records by height in descending order.
- Click on any cell in the Height column.
- Click **Z↓**.
- What can you say about the person at the top of the table?
_____ is the tallest at _____ cm.
- Are there any children with the same height?

- Sort the records by weight in descending order.
- Click on any cell in the Weight column.
- Click **Z↓**.
- What can you say about the person at the top of the table?
_____ is the heaviest at _____ kg.
- Are there any children with the same weight?

Interpretation

- The following are some interpretations of the data after the sorting. Say whether each statement is **True** or **False**.
 - Rose is as tall **and** as heavy as Chong. (True/False)
 - Alex is shortest of all and he is also the lightest among the group. (True/False)
 - Christopher is taller but lighter than Jenny. (True/False)
 - The tallest boy is also the eldest of all. (True/False)
- Sort the records by Food.
 - Are all the students who like to eat beef born in the same month?

- Sort the records by Birthday.
 - What is the most popular food for the students born in December?

- What is the most common colour of hair? Sort the appropriate column to find out.

Interpret data

- The query below helps to answer the question: 'Who are the girls who like to eat roasted chicken?'

girls_gc : Select Query

Survey

No
Name
Age
Sex

Field:	No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
Table:	Survey	Survey	Survey	Survey	Survey	Survey	Survey	Survey	Survey	Survey	Survey
Sort:											
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				"Female"						"roasted chicken"	
or:											

- The result shows that Kate, Claire and Siti are the girls who like to eat roasted chicken.

girls_gc : Select Query

	No	Name	Age	Sex	Eye colour	Hair colour	Height	Weight	Birthday	Food	Roll tongue
▶	11	Kate	10	Female	brown	black	135	28	January	Roasted chicken	<input checked="" type="checkbox"/>
	17	Claire	10	Female	hazel	fair	146	29	May	Roasted chicken	<input checked="" type="checkbox"/>
	22	Siti	10	Female	brown	black	156	32	October	Roasted chicken	<input checked="" type="checkbox"/>
*	(AutoNumber)		0				0	0			<input type="checkbox"/>

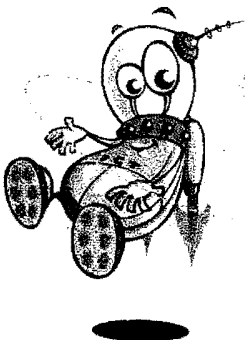
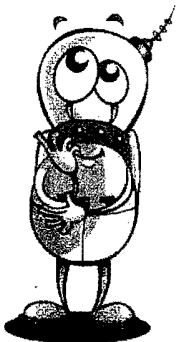
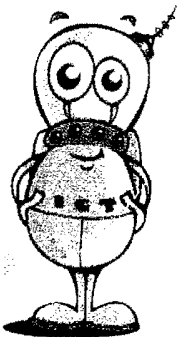
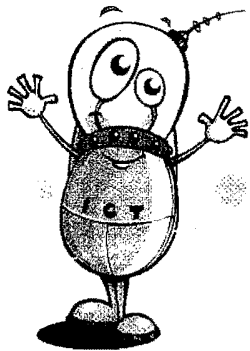
Record: 1 of 3

- From the results above, we can also obtain other relevant information:
 - All the three girls are 10 years old.
 - All the three girls can roll their tongues.
 - Two of the girls have black hair.
 - The heights of the three girls are all above 130 cm.

Using query

- Use **query** to find out how many boys (males) were born in January **or** September.
- Save your query as boys_JS.
- From the searched result, write down 2 more observations about the data.

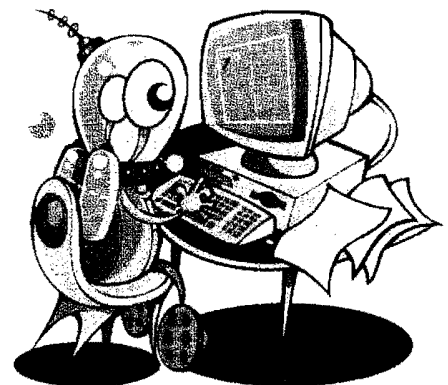
- Use **query** to find out how many children weighing between 28 kg and 35 kg have brown eyes.
(Hint: type >27 and <36 for criteria under Weight.)
- Save your query as wt_range.
- From the searched result, write down 2 more observations about the data.



Module 5 Exploring Control

Learning Objectives


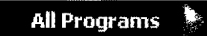


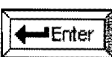
	Student is able to:	Pass/ Merit
1	Write a list of commands to produce a simple picture or design	P
2	Use repeat commands	P
3	Create complex shapes with varied angles	M
4	Name and run a procedure	M



5.1 Exploring control

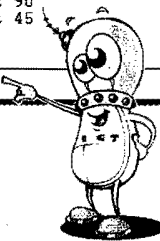
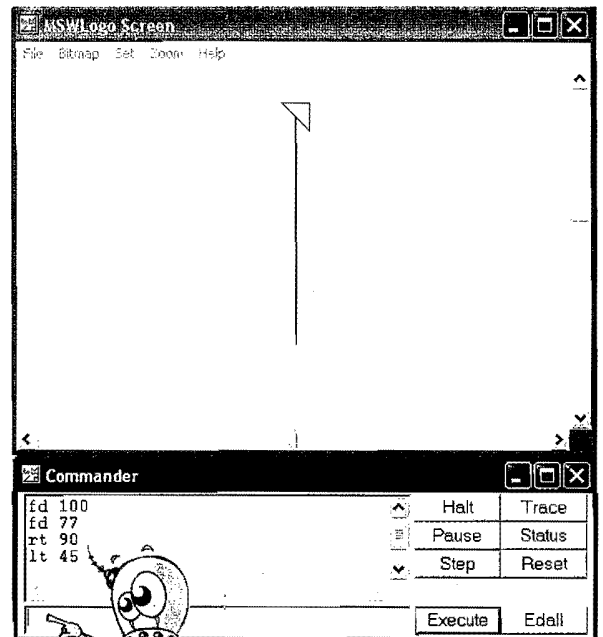
Learning Objective: 1

MSWLogo

- Click .
- Click .
- Click .
- Click .
- Use the commander to give instructions to the screen turtle.
- After typing each command, tap  to execute the command.
 - To make the turtle move forward 100 units, type `fd 100`.
 - To make the turtle move forward 77 units, type `fd 77`.
 - To make the turtle turn 90° to the right, type `rt 90`.
 - To make the turtle turn 45° to the left, type `lt 45`.

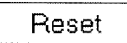



Put a space between the command and the number.



Type your instructions here.

Penup and pendown

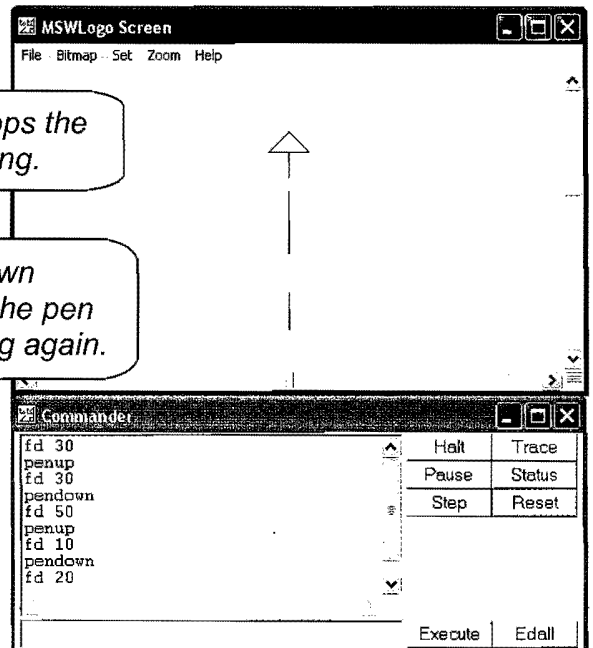
- Click  to start a new blank page.
- Type: `fd 30`
`penup`
- Type: `fd 30`
`pendown`
- Type: `fd 50`
`penup`
`fd 10`
`pendown`
`fd 20`
- Type: `CT`
CT will clear all the texts in the commander box.
- Type: `CS`
CS will clear the screen. It has the same effect as .



Penup stops the pen drawing.

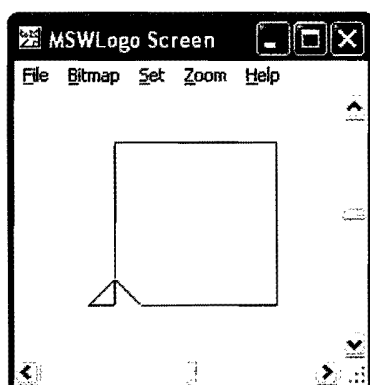


Pendown starts the pen drawing again.



Square

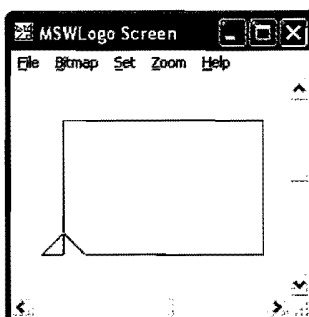
- Type the following list of commands to draw a square with sides of 100 units:
 - fd 100 rt 90
 - fd 100 rt 90
 - fd 100 rt 90
 - fd 100 rt 90



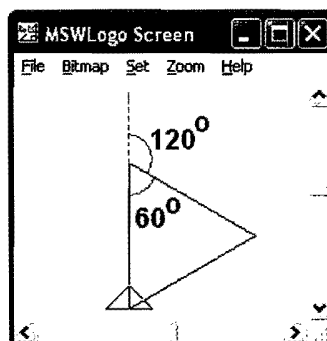
- Type the command penup.
- Move your turtle to a new position using the fd command.
- Type the command pendown.
- Draw another square with sides of 150 units.
- Write down the list of commands that you used to create the new square:

Rectangle

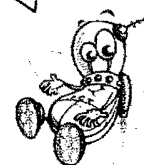
- Type the following list of commands to draw a rectangle with width 100 and length 150 units:
 - fd 100 rt 90
 - fd 150 rt 90
 - fd 100 rt 90
 - fd 150 rt 90



- Type the command penup.
- Move your turtle to a new position using the fd command.
- Type the command pendown.
- Draw another rectangle with width 70 and length 170 units. Write the list of commands you used:



The sum of the interior (60°) and the exterior (120°) angles equals to 180° .



- Discuss and write down how you would draw a regular triangle with each side 130 units and each interior angle 60° (i.e. exterior angle 120°):

5.2 Turtle repeats

Learning Objective: 2

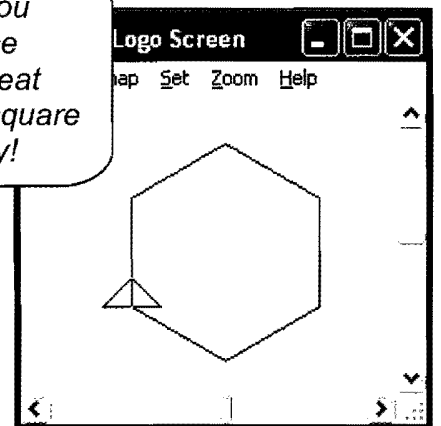
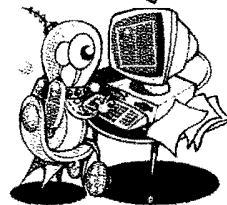
Use repeat for drawing triangles, squares and rectangles

- You can use the repeat command to save time typing repeated commands when drawing triangles, squares and rectangles.
- To draw a regular triangle with sides of 75 units and exterior angle 120° , instead of typing `fd 75 rt 120` 3 times, you can type: `repeat 3 [fd 75 rt 120]`
- Execute the commands to test whether you have got the right shape.
- Change your commands for drawing 3 regular triangles with sides of 100, 150 and 250 units.
- Complete the commands below for drawing a square with sides of 100 units:
`repeat ____ [fd ____]`
- Change the commands for squares with sides of 70, 90 and 120 units.
- Complete the commands below for drawing a rectangle with width 45 units and length 70 units:
`repeat ____ [fd ____ fd ____]`
- Change the commands to draw a rectangle with sides of 90 and 145 units.

Polygons

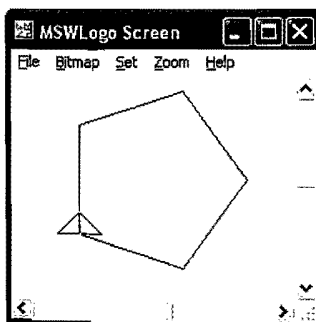
- Polygons are shapes with more than 4 sides.
- A regular hexagon has 6 equal sides and six equal exterior angles of 60° .
- To draw a regular hexagon with sides of 100 units, you need to type `fd 100 rt 60` six times.
- By using the repeat command you only need to type `repeat 6 [fd 100 rt 60]`.
- Execute the commands.
- Do you get a regular hexagon?

Make sure you leave a space between repeat and 6. Use square brackets only!



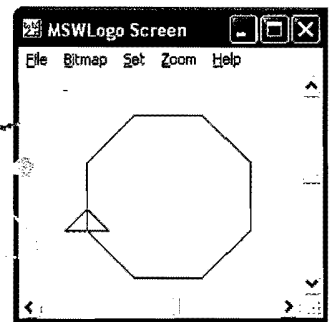
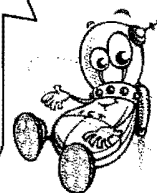
More polygons

- Complete the commands below to draw a regular pentagon with each side 70 units and each exterior angle 72° :
`repeat ____ [____]`
- Write the commands using repeat to draw a regular octagon with each side 70 units and each exterior angle 45° :



A pentagon has 5 sides and an octagon has 8 sides.


The exterior angle of a polygon = $360^\circ/n$, where n is the number of sides.

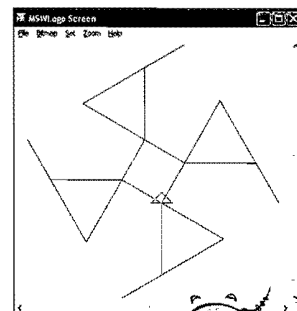
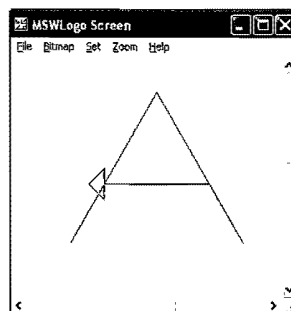


5.3 Varied angles

Learning Objective: 3

Patterns with varied angles

- Type the following list of commands to draw the letter A. Tap  at the end of each line.
 - rt 30 fd 180
 - rt 120 fd 180
 - bk 70 rt 120 fd 110
- Starting from the ending position of the turtle, type the list of commands another 3 times to form a flower pattern.



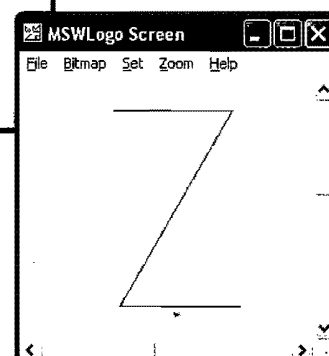
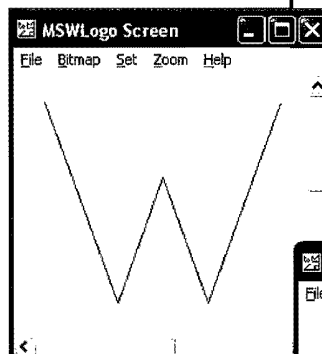
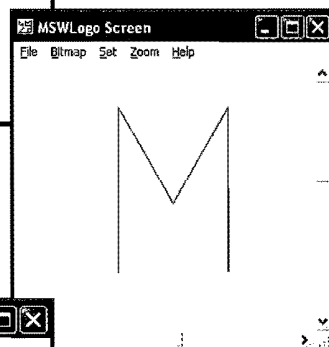
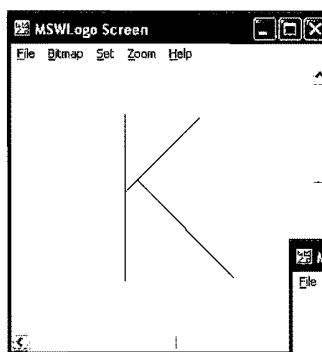
The pattern depends on the starting and ending positions. You may have a different pattern if your starting and ending positions are different.



Letters K and M

- Write down the list of commands for forming the letter K (or any other letter that you like).
- You can use the sample as a guide or create your own picture.
- Test your list of commands.
- Change the list of commands when and where necessary.

List of commands for K:



- When you have completed the picture, do a screenshot of your work and save it as an MS Word document.
- Print a copy of the image and glue it in your exercise book.
- Repeat for 3 more letters, M, W and Z, or any letters of your choice.

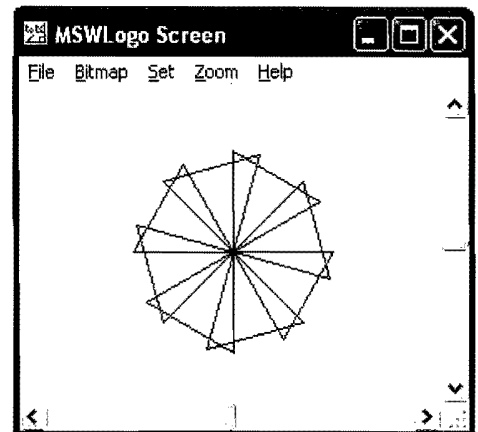
5.4 Pattern by rotation

Learning Objective: 3

Patterns by rotation

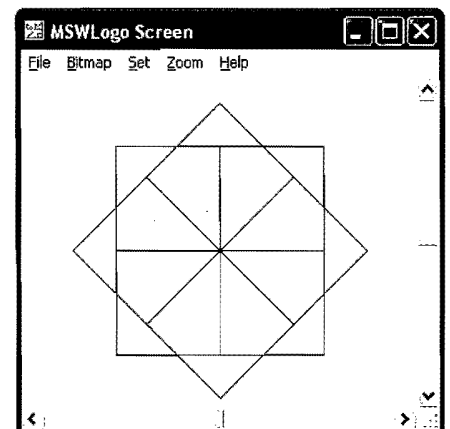
- Type and execute the following commands:
repeat 3 [rt 120 fd 75] rt 45
- Execute the above commands 8 times and finally type:
ht

The command ht will hide the turtle so that the pattern is clearer. To see the turtle again, type st (show turtle).



More patterns

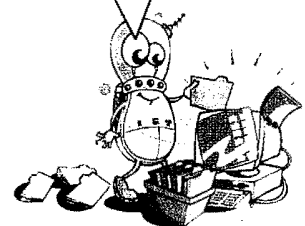
- Start a new drawing.
- Type CT CS to clear the text in the commander and to clear the screen.
- At the commander type:
repeat 8 [repeat 4 [rt 90 fd 75] rt 45]
ht
- You are actually repeating the drawing of a square (repeat 4 [rt 90 fd 75]) 8 times, but the turtle turns to the right 45° after drawing each square.
- Change the angle 45° to 20° , 30° , 60° etc. to create different patterns.
- You need to change the number of times the patterns are repeated in order to make complete patterns.



Flower patterns

- Type CT CS to clear the text in the commander and to clear the screen.
- Create your own flower patterns by completing the blanks below with appropriate numbers:
repeat ___ [repeat ___ [rt ___ fd ___] rt ___]
- The command in blue can be a triangle, a square, a rectangle. You can also try a regular pentagon, a hexagon or an octagon.
- Test your command.
- Do a screenshot and save it as an MS Word document.
- Print a copy and glue it in your exercise book.

Glue your flower pattern in your exercise book.

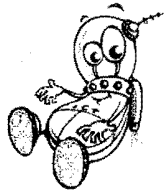


5.5 Writing procedures

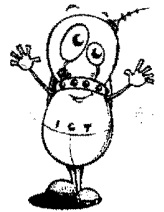
Learning Objective: 4

Procedures

The problem with repeats is you can't save them.

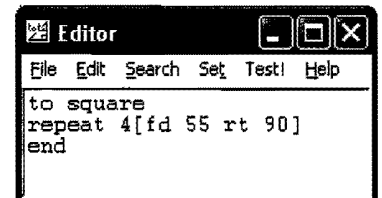
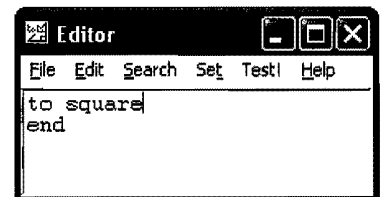
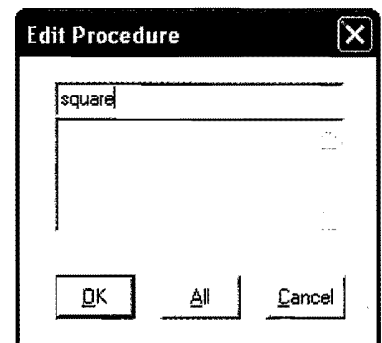


Procedures let you save your shapes.



Make a square procedure

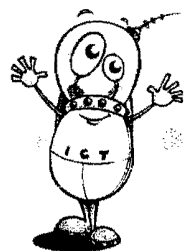
- Click **File**.
- Select **Edit...**
- Type square on the first row as the name of the procedure.
- Click **OK** to open the Editor.
- Place the cursor on the right side of the procedure name: to square.
- Tap **Enter** to insert a line.
- Type the command for drawing a square:
repeat 4 [fd 55 rt 90]
- You can highlight the command
repeat 4 [fd 55 rt 90] and click **Test!** to test the command.
- Make sure the last line end is not deleted.
- Click **File** under the Editor mode.
- Click **Save and Exit**.
- Type **CT CS** to clear the text in the commander and to clear the screen.
- To draw the square, just type at the commander:
square and tap **Enter** to execute.



Procedure for shapes

- Repeat the previous exercise to create a procedure to draw a triangle.
- Create another procedure for drawing a regular pentagon, a regular hexagon and a regular octagon. Creating a procedure is called defining one.
- Before you leave Logo, save your file to keep the procedures.
- Click **File**.
- Click **SaveAs...**
- Save your file as **exercise1.lgo**.
- You must load **exercise1.lgo** the next time you start Logo in order to use the procedures.

I like writing procedures. They save me a lot of time!

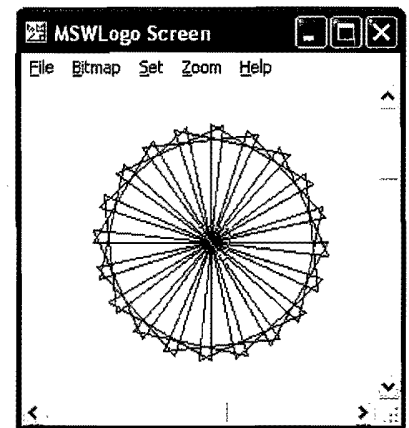


5.6 Repeat a procedure

Learning Objectives: 2, 4

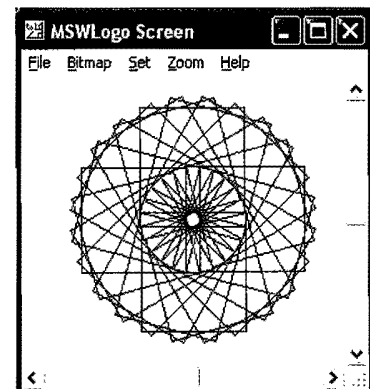
Flower patterns

- You can tell the computer to repeat a procedure.
- If, after drawing the picture, your ending position is back to the starting position, you must tell the turtle to turn or move forward after drawing the first shape.
- Otherwise, if you use the repeat command to draw the shape many times, the turtle will only draw the same shape over and over again, at the same position.
- Load the file `exercise1.lgo` that you have saved in your previous exercise.
- Type at the commander:
`repeat 20 [triangle rt 18]`
- Do the same by repeating a square, a hexagon, a pentagon and an octagon.



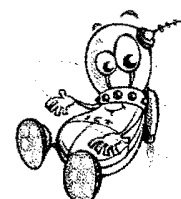
Complicated flowers

- You can make more complicated flowers by adding a slight forward movement, more repeats and different amounts of turns.
- Here is an example:
 - First define procedure square as
`repeat 4 [fd 55 rt 90]`
 - At the commander type:
`repeat 20 [square rt 20 fd 10]`



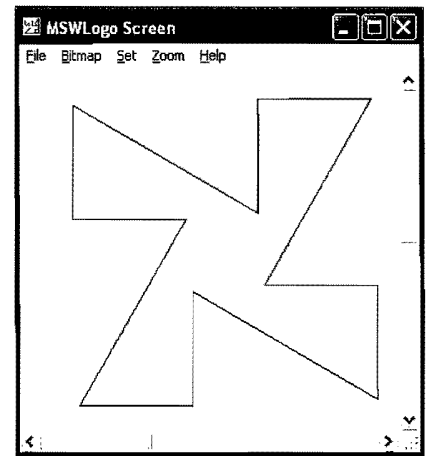
Mystery

- What shape do you think the procedure mystery below will create?
`lt 45 fd 30 rt 135 fd 10 lt 90 fd 40
rt 90 fd 22 rt 90 fd 40 lt 90 fd 10
rt 135 fd 30 rt 135`
- Define the procedure mystery and find out what it is.
- Clear the screen.
- At the commander type:
`penup home pendown
repeat 8 [mystery rt 45]`
- Do a screenshot of the picture created and save it as an MS Word document `flower1`.
- Try another two patterns:
`repeat 30 [mystery rt 20]
repeat 30 [mystery rt 20 fd 10]`
- Start each pattern as a new bitmap.
- Do a screenshot of each pattern created and save them as `pattern2`, `pattern3` respectively.
- Save the procedure as `mystery.lgo`.



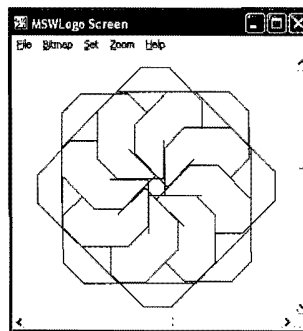
Letter pattern

- Refer back to the lists of commands for creating letters in exercise 5.3.
- You can create new lists of commands if you have not saved them.
- Define the procedure letter_Z for creating the letter Z.
- Leave the ending position as it is.
- Save the procedure as letter.lgo.
- Use the repeat command to create a flower pattern.
- Example:
repeat 4[letter_z]

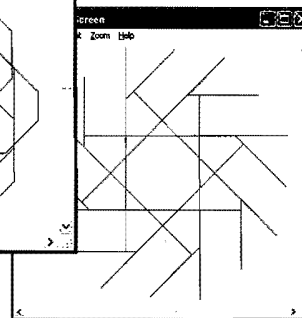


More letter patterns

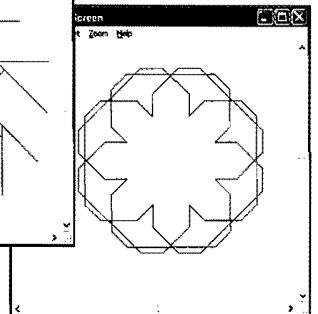
- Define more procedures for creating letters.
- Save all these procedures under the same file letter.lgo.
- Use these procedures and the repeat command to form more patterns.
- The samples shown here are patterns formed by letters G, K and C.



Pattern formed by letter G



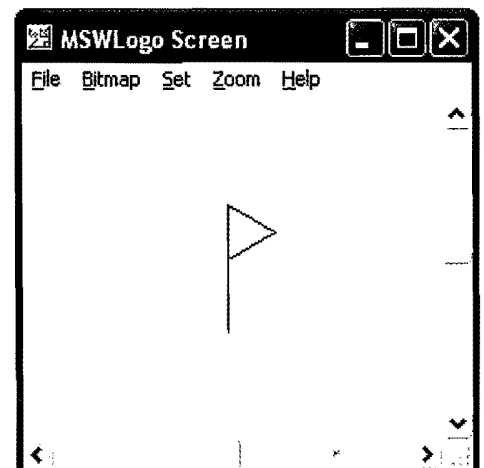
Pattern formed by letter K

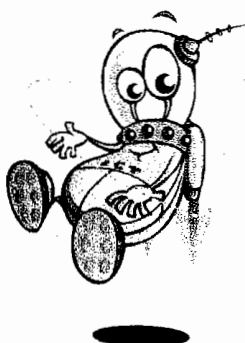
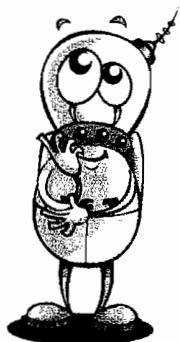
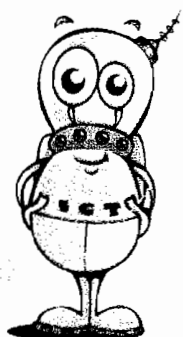
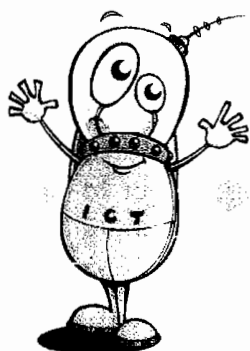


Pattern formed by letter C

Project

- Create a procedure flag to produce the flag as shown.
- Save the procedure as flag.lgo.
- Maximise the Editor window.
- Do a screenshot to capture the list of commands that you used to define the procedure flag.
- Save the capture as an MS Word document pro_flag.
- Use the flag procedure to produce a complicated pattern.
- Do a screenshot and save it as an MS Word document FlagPattern.

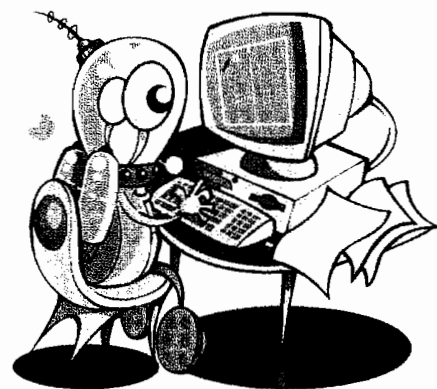




Module 6 Exploring the Internet

Learning Objectives

	Student is able to:	Pass/ Merit
1	Use Internet tools to find information	P
2	Evaluate relevance and usefulness of material	P
3	Store and retrieve information	P
4	Copy and paste information from a website	P
5	Save URLs and objects from a website	M
6	Use extended search skills	M

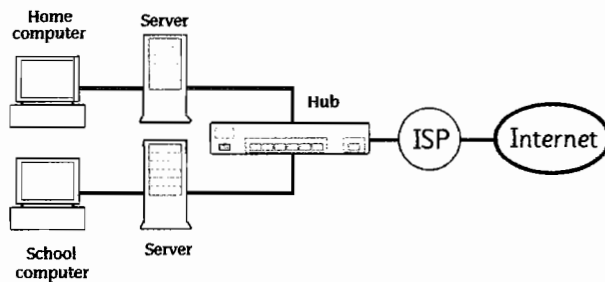


6.1 Internet words

Learning Objective: (General Info)

The links

- The Internet started out as an international network of computers (shortened to Internet). The heart of the Internet is computers all round the world which are permanently linked together by high-speed telephones. You link to the Internet by hooking your home or school computer to one of these linked computers.




- Your computer is linked to the heart of the Internet by companies called Internet service providers (ISP). Some provide many features and charge you to use this service. Others do not charge directly for the service.
- The World Wide Web (WWW) is a store of information on web pages which you can see through the Internet.
- Pages on the web are linked by hyperlinks. These are texts or pictures which make links between pages on the web. Links are often coloured. They change colour when you click on them.

Languages

- People transfer web pages using a computer language called Hypertext Transfer Protocol (HTTP).
- People transfer files across the Internet using a computer language called File Transfer Protocol (FTP). If you want to download a file of information from a website, your browser (Netscape or Internet Explorer) will automatically use FTP.
- People write web pages in a computer language called Hypertext Mark-up Language (HTML).

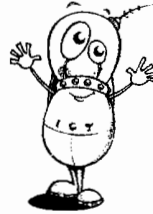


Finding the sites

- Each site on the WWW has an address. This is in the form of a Uniform Resource Locator (URL).
- For example, the URL of the Natural History Museum in London is www.nhm.ac.uk.
- To go to a site, type the URL in the address box and tap .
- On the other hand, if you are not sure where the information is, you need a search engine.
- Search engines, e.g. www.MSN.com, www.google.com, www.yahoo.com, are sites which find other sites on the web.
- In order to come back to the same website, you can add it to your favorites folder.

Test yourself

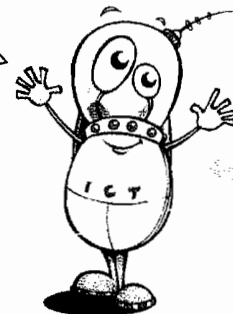
Fill in the blanks.



- Replace ___ with missing initials.
- Replace with missing words.

I wanted to read web pages on the To do this, I used an ___ to link my computer to the web. I typed in the ___ of a site I knew and went straight there. I clicked on the coloured which took me from page to page. On one page, I downloaded a file using ___. I needed more information about a shop in my city, so I used a called Google to find it. To remember the address of the site, I saved it in my folder.

Remember the basic rules of Internet safety: do not give your address or phone numbers to people who are not known to you or your parents or guardians.

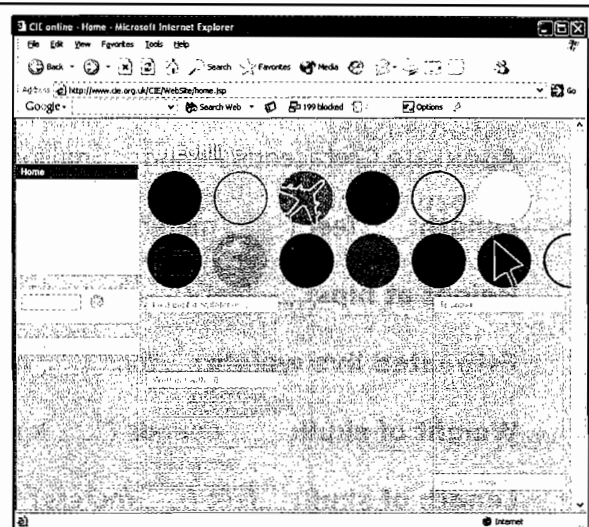


6.2 Browsing web pages

Learning Objective: 1

Internet Explorer

- Click **start**.
- Click **All Programs**.
- Click **Internet Explorer**.
- A home page is shown. The home page depends on the setting for Internet options of the computer that you are using.
- To view a different web page, at the space provided for **Address**, type the URL that you wish to visit, e.g.
<http://www.fmnh.org/>
- Click **Go** or tap **Enter**.



Sue

- Scroll down the page until you see Sue.

Sue

See Sue, the world's largest, most complete and most famous *T. rex*. See Sue on the Web!

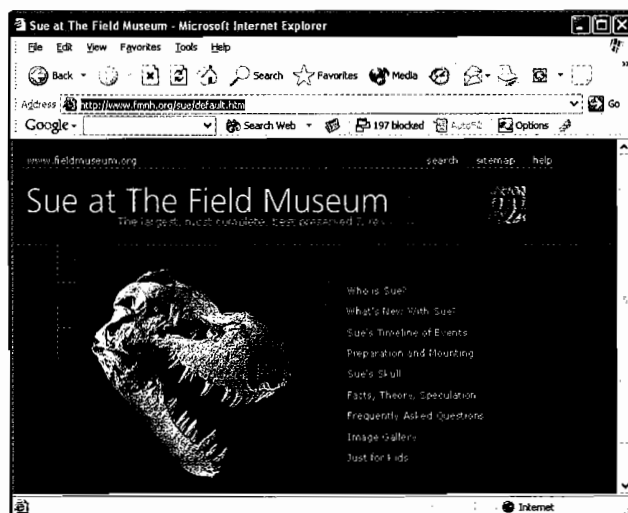


- Click **Sue on the Web!** and find out more about Sue.



Who is Sue?

- You are shown a web page on Sue at The Field Museum. But who is Sue?
- To find out more about Sue, click **Who is Sue?**.
- Complete the following passage about Sue.
Sue is the _____, most _____, and _____ preserved Tyrannosaurus rex. She was discovered by fossil hunter _____ Hendrickson in _____, near _____, South Dakota.



More about Sue

- To know more about Sue click at **Sue's vital statistics**.
- Complete the following statistics about Sue:

Age: Late Cretaceous Period ____million years.

Length: ____ feet (____ meters)

Height at hips: ____ feet (____ meters)

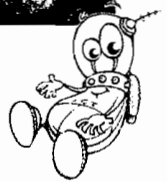
Estimated live weight: ____ tons (____ metric tons)

Weight of skull: ____ pounds (____ kg)




Length of skull: ____ feet (____ meters)

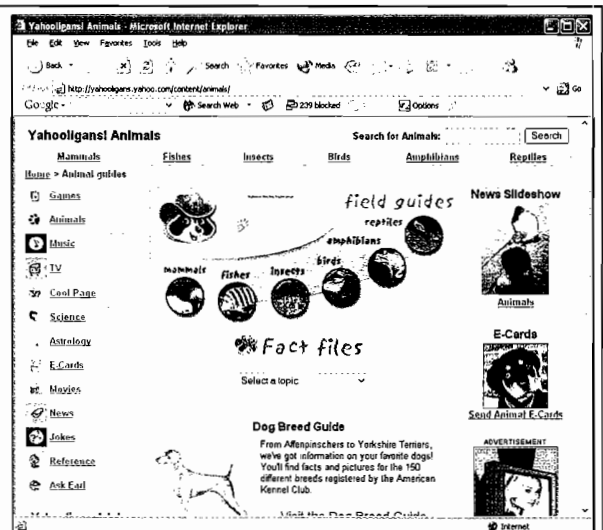


*Is Sue a male or female T. rex?
Find out.*




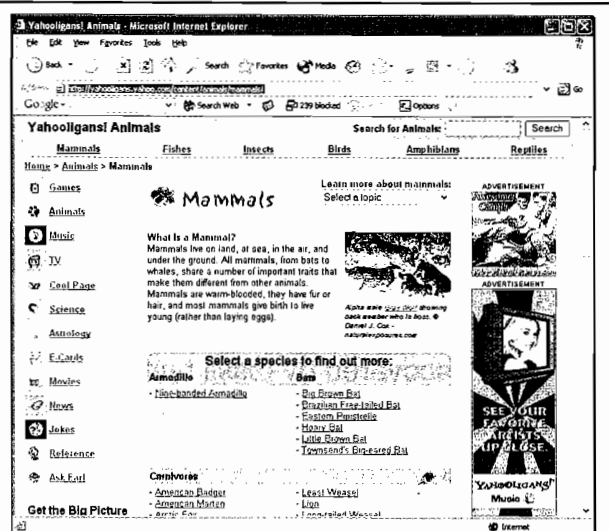
Yahooligans!

- Type the URL:
<http://yahooligans.yahoo.com/>
- Tap  to go into the page.
- Click  **Animals**
- Click  to get information about **mammals**.
- Open a new blank MS Word document to record the URL and the information from this website.



Copying the URL



- Highlight the URL.
- Click **Edit**.
- Click **Copy**.
- Switch over to MS Word.
- Type: URL of website for mammals.
- Click **Edit**.
- Click  **Paste** **Ctrl+V**.

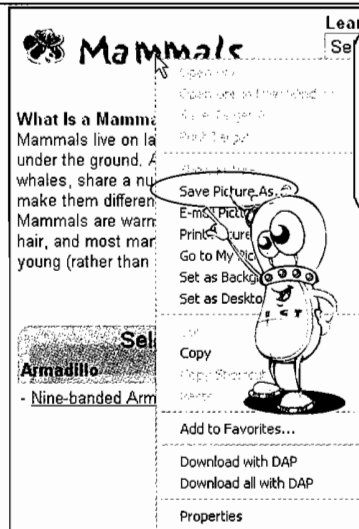


6.3 Copying graphics and text

Learning Objectives: 4, 5



Copying graphics






- To copy the graphic, place the mouse pointer  on top of the graphic.
- Right click the mouse button to trigger the shortcut menu.
- Select **Copy**.
- Switch over to MS Word.
- Click .

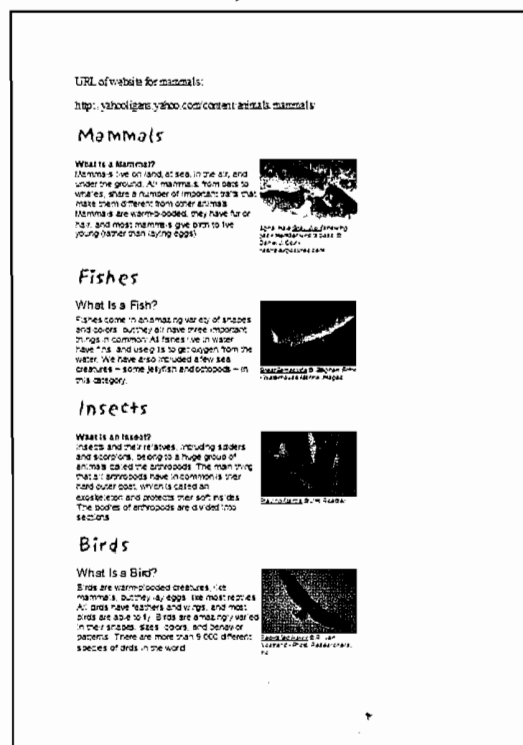
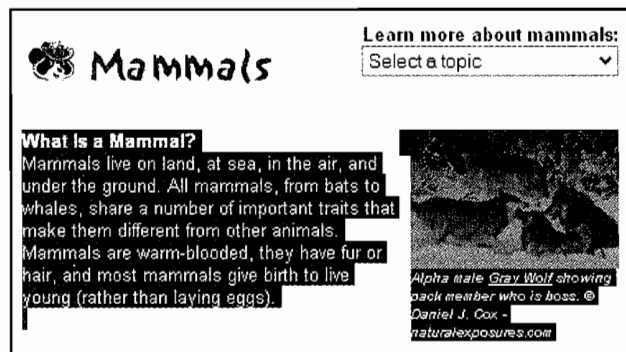
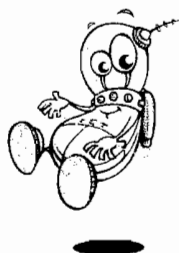


If you select **Save Picture As...**, you can save the graphic for future use.


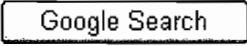
Copying text

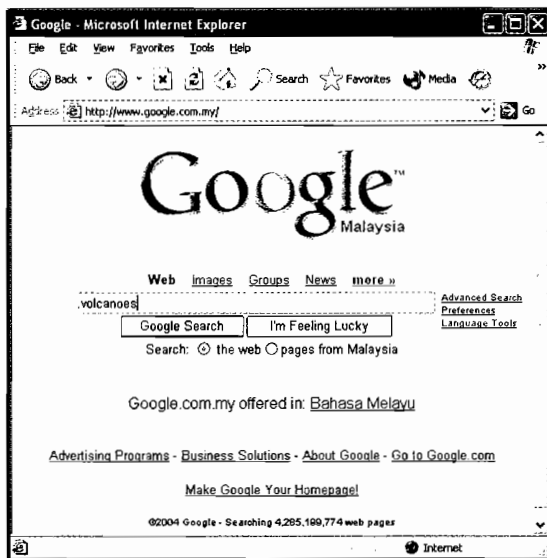
- Highlight the text that you wish to copy.
- You can include the graphic and caption.
- Click **Edit**.
- Click **Copy**.
- Switch over to MS Word.
- Click .
- Save the document as animals.
- Click  Back to go back to the previous page.

- Click on the next category **fishes**  and repeat the process of copying and pasting the graphics and texts.
- Save the document again.
- Continue to repeat the copying and pasting of the next 4 categories **insects** , **birds** , **amphibians** , and **reptiles** .
- Save your final copy.



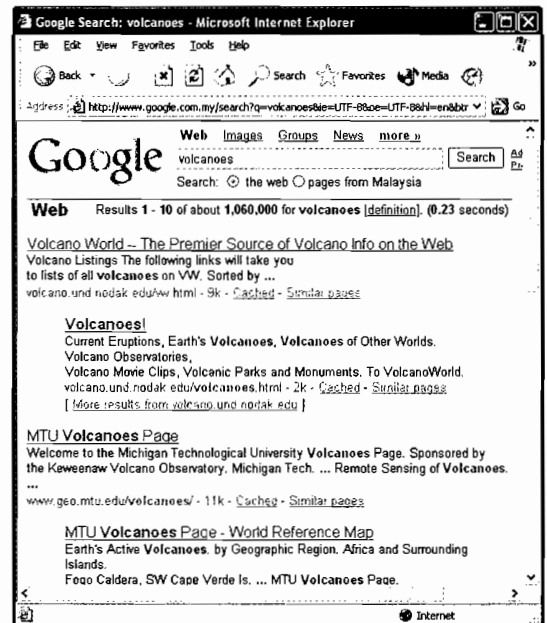
Search engine

- Type the URL address: **www.google.com/** and tap  to start the search engine Google.
- To find information about volcanoes, type **volcanoes** and click .
- A list of search results will be shown.



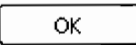


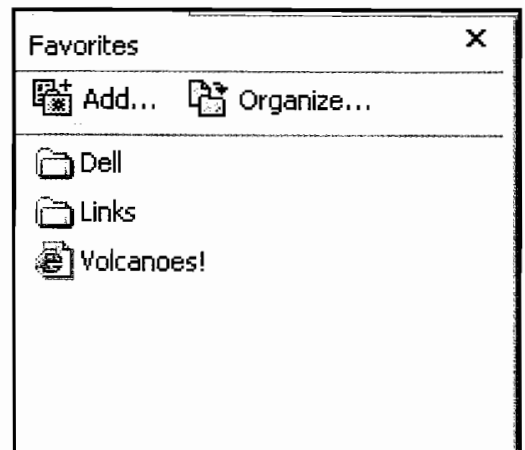
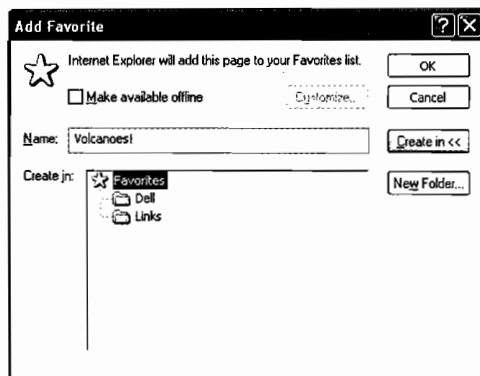
Search results

- A list of websites about volcanoes will be displayed.
- Read the descriptions carefully and select the one that suits your need.
- To go to the website chosen, click on the title line, e.g. **Volcanoes!**.



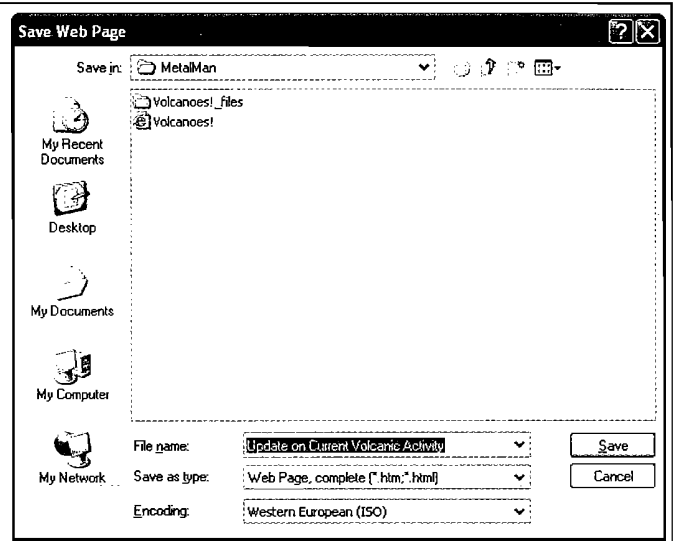
Bookmark

- In order to come back to the same website, you can add the website to your Favorites folder.
- Click  Favorites.
- The Favorites folder will be displayed on the left side of the browser.
- Click  Add... to get the following dialogue box.
- Check the name to see whether it is correct.
- Click  if it is correct and the website is added to the list.



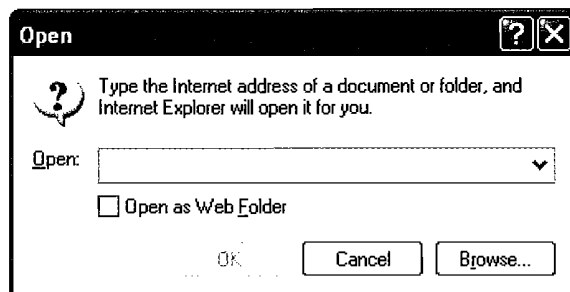
Saving the page

- Bookmark only saves the URL, but you can save the whole web page and view it again when you are offline!
- Click **File**.
- Click **Save As...**
- Locate the folder that you want to save your document in.
- Click **Save** to save the web page.

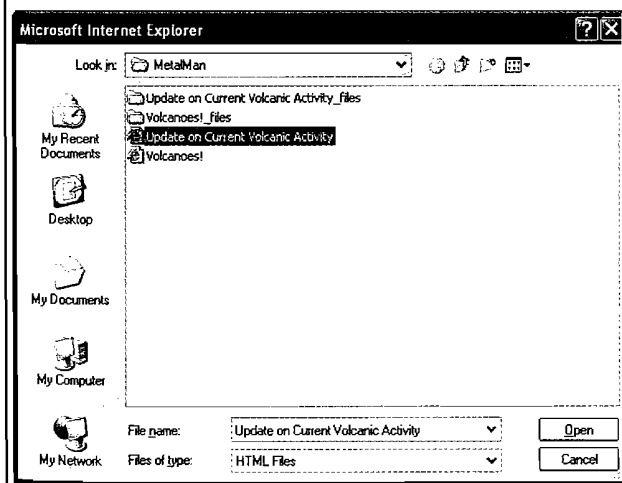


Open saved web page

- You can open the web page when you are offline.
- Click **File**.
- Click **Open...**

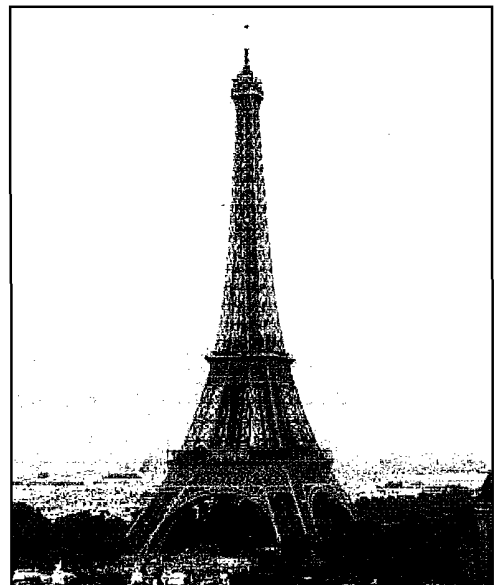


- Click **Browse...**
- Locate the file that you have saved.
- Click **Open**



Extended search

- When and why was the Eiffel Tower of France built?



- Before you can obtain information to answer the question above, you need to identify the keyword to use in searching.
- Which of the following 3 keywords is the best keyword that will help you to find the answer to the above question?
 1. when and why
 2. France
 3. Eiffel Tower

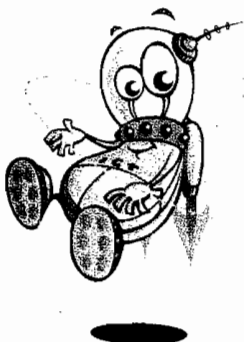
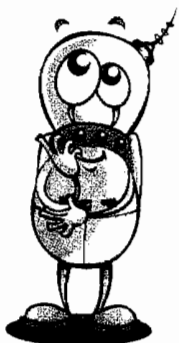
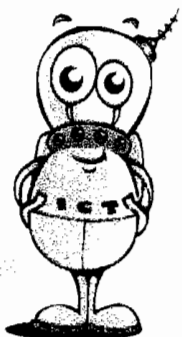
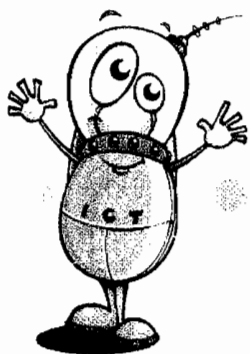
Evaluate search results

- Use the keywords that you have identified and the Google search engine to search for the answer.
- Open a blank Word document to record your search results and evaluation of the search results.
- Type the first keyword _____ (refer to page 19) to search.
- From the list of search results, select at least 3 websites.
- Type the question When and why was the Eiffel Tower of France built? as the heading of your Word document.
- Go to the websites selected.
- Copy each of the URLs and paste it in the Word document under the subheading Websites visited.
- Write a short comment about what the links contain in relation to the search topic.
- Compare all the websites that you visited under this search and state which of these sites contains the best information in relation to the search topic.
- Save your Word document as Eiffel Tower.

Gawai Dayak

- Gawai Dayak is a very special occasion in Sarawak, the largest state in Malaysia. Find out from the Internet "How is the festival Gawai Dayak celebrated in Sarawak?"
- Open a blank Word document to record your findings.
- Use the Google search engine to find out about the festival.
- Write down in the Word document the keyword that you would use to start the search.
- From the search results, pick and visit at least 5 websites to find the answer.
- Select 2 paragraphs that best describe the festival.
- Copy and paste the paragraphs in the same document.
- Copy a festival-related photograph and paste it together with the paragraphs of text.
- Select and copy 3 URLs that you think are most useful in searching for information about Gawai Dayak.
- Write a brief comment about each link in relation to Gawai Dayak.
- Pick and explain which website is the best one in relation to the information about Gawai Dayak.
- Save your document as Gawai Dayak.

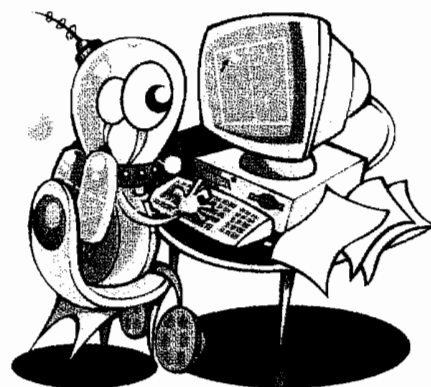




Module 7 Exploring Email

Learning Objectives

	Student is able to:	Pass/ Merit
1	Compose, edit, read and respond to emails	P
2	Add addresses to the address book	P
3	Use the address book to send copies, blind copies and forward emails	P
4	View an attachment	P
5	Add an attachment to an email	M
6	Manage email folders	M



7.1 Email account

Learning Objective: 1

Register a new account

- You will need an email account to complete this module.
- There are a few free email providers, e.g. hotmail, yahoo, etc.
- If you haven't got an email account, ask your teacher to help you to set up a new account with hotmail.
- Each account needs a password. Think of one password that you can remember easily.
- Do not reveal your password to anybody.

Write your email address here:


_____@hotmail.com

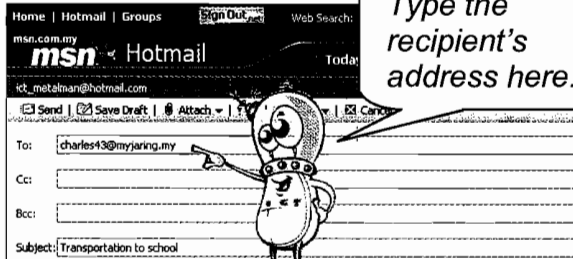


Composing new mail

Your class is doing a study on the most popular transportation that the pupils use for going to your school.

- Compose an email to send to a friend.
- For practice purposes, your teacher will give each one of you a list of all the email addresses of your classmates.
- Look for your own email address and the email address of the classmate below you in the list.
- If you are the last one in the list, then look for the email address of the one at the top.
- Sign in to hotmail. (You may need help from your teacher.)

- Click at the mail folder **Mail**.
- Click  New.
- In the space next to **To:** type the email address of your classmate that you have just found.



Home | Hotmail | Groups | Sign Out | Web Search: Today

msn.com.my msn Hotmail

kt_metalman@hotmail.com

Send | Save Draft | Attach | Cancel

To: charles43@myjaring.my

Cc: _____

Bcc: _____

Subject: Transportation to school

Type the recipient's address here.

Subject

- Click at the space to the right of **Subject:** and type: Transportation to school.
- Type your questionnaire in the space below **Subject:** (do not make any changes).

Dear xxx (type your friend's name),

How are you?


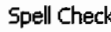
My class is doing a survey on what is the most popular transportation that we use to go to school. Can you tell me how do you go to school every day?

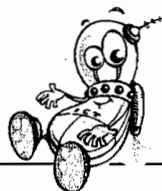
- A. By BUS B. By car C. By motorcycle D. By bicycle E. By van
F. On foot G. Others

Thanks.

xxx (type your own name)


Editing

- Before you send out your mail, you must always check for mistakes.
- You can also improve the content of the mail.
- Look at the mail you have just typed.
- Make the following changes:
 - Insert the word *please* after Can you ... in the second sentence.
 - Change By BUS to By bus.
 - Instead of just saying Thanks., change it to Thank you very much for your help.
- Click  Tools.
- Select  Spell Check to do a spell check.



The speed of the spell-checker depends on your Internet connection. Be patient!

Send your mail

- Before you send out the mail, arrange to keep a copy of it.
 - ☐ Copy Message to Sent Folder
- Check the box at the bottom of the body of the mail.
- Click  Send to send your mail.

Send | Save Draft | Attach | Tools | Cancel

To: _____

Cc: _____

Bcc: _____

Subject: _____

☐ Copy Message to Sent Folder

Your message has been sent to:
amirul111@hotmail.com

Save Address:

☐

Save

If the mail is sent successfully, you will get a message with the recipient's email address.



Receive mail

New | Delete | Block | Junk | Find | Put in Folder | Mark As Unread

1% of 2MB


Get Hotmail Plus

Folders

Show me mail from: Everyone

From	Subject	Date	Size
Kuda Kuching	Transportation to school	Oct 29	1KB

1 Message(s)

- Click  Inbox.
- You should be receiving a mail from your classmate (the one above you in the list) asking the same question about transportation.
- Click on the sender to open the mail.



This indicates that you have 1 message in the inbox.

7.2 Replying to mail

Learning Objectives: 2, 3

Replying to mail

- Reply to the mail that you have received.
- Click .
- The recipient's email address box is filled with the sender's email address automatically.
- The subject is also filled automatically but with RE: added.
- Type your reply, and tell your friend how you go to school.
- Check your reply for any possible mistakes.
- Click  to send out the mail.

Home | Hotmail | Groups | Sign Out | Web Search:

msn.com.my **msn** Hotmail Today Mail Calendar Contacts

ict_metahman@hotmail.com

To: kudakuching@hotmail.com



Cc:

Bcc:

Subject: RE: Transportation to school

'RE:' is added to the original subject automatically.

Contacts

- Set up an address book so that you can keep the email addresses of your friends.
- Click the folder **Contacts**.
- Click  **New** to add a new contact.
- Fill in the particulars of the new contact.
- Click  **Save** to save the new contact.

ict_metahman@hotmail.com

First Name: Affendi

Last Name: Zahrudin

Quickname (Required): Affendi
Tip: Quicknames make addressing messages easy

Company Name:

MSN address:
Contacts with a Microsoft Passport e-mail address can also be used as an MSN Messenger contact.

Favorite ☒ Mark this contact as a favorite

Online Addresses

E-Mail:
Personal: affendi_zah@deres.com.my

Work:

Other:
Primary E-Mail (Personal):

Other:

Website:

Phone Numbers

Street Addresses

Other

Get the latest updates from MSN

Home | Hotmail | Search | Groups

More contacts

- Do a snapshot of your list of contacts.
- Place it in a new document and save it as addressbook.doc.
- Add at least 3 more addresses to your list of contacts (address book).
- Save your new contacts.
- Do another snapshot of the address book.
- Place this second image below the first image in addressbook.doc to show that you know how to add new contacts.
- Save your document again.

msn.com.my **msn** Hotmail Today Mail Calendar Contacts

ict_metahman@hotmail.com

Contacts

Favorites ☐ Name: E-Mail:
 Edit Favorites ☐ Ahmad, Cikgu Fatimah cikgu.fatimah@hotmail.com
 Messenger ☐ Zahrudin, Affendi affendi_zah@deres.com.my
 Sign in

Groups

Safe List

Tools



Set Name Display
 Import Contacts
 Build Contacts
 Search Directories

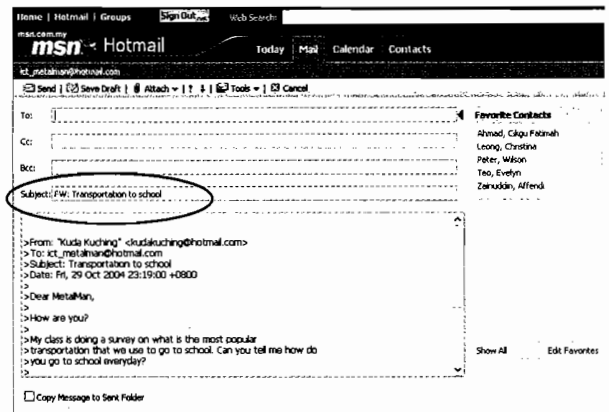


Forward, Cc and Bcc


Learning Objective: 3

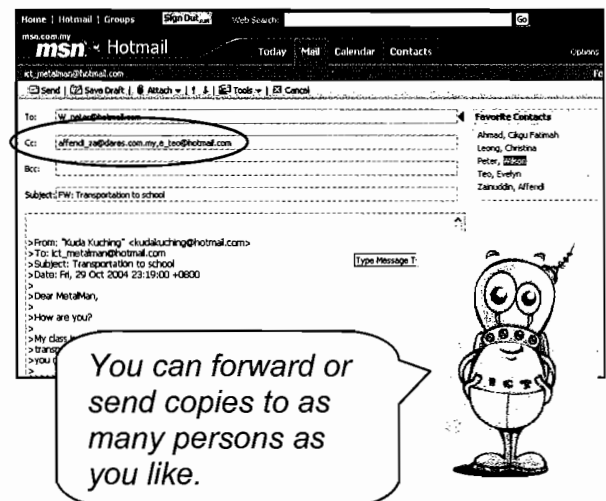
Forward

- Open the reply to the survey from your friend.
- Click  **Forward**.
- You can select an address from the address book or the list Favorite Contacts.
- Double click on the name of your friend that you wish to send a copy to.
- You can click as many names as you like.
- 'FW:' is added to the original subject automatically.
- Click  **Send** to send.

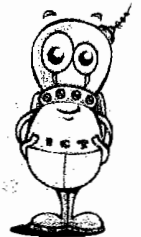


Sending copies: Cc

- Sometimes you need to send copies to different persons.
- This can be done easily by using the Cc feature.
- Open the reply to the survey from your friend again.
- Repeat the forward process in the last section to forward the mail to a friend.
- Click at the box to the right of **Cc**.
- Select an email address from the Favorite Contacts (address book).
- Click  **Send** to send.

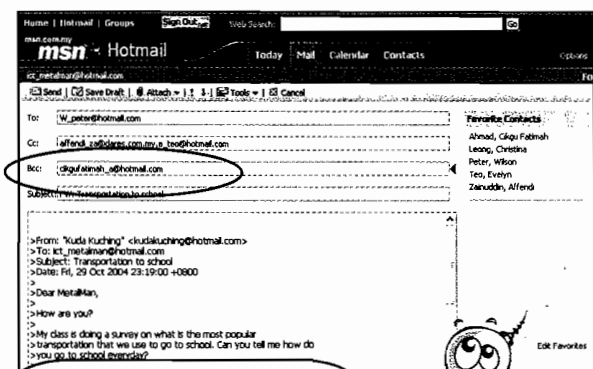


You can forward or send copies to as many persons as you like.



Blind copies: Bcc

- Repeat the last exercise.
- Before you send, click the box to the right of **Bcc**.
- Click the name of your teacher from the Favorite Contacts (address book).
- This will send a blind copy to your teacher. All the other recipients will be unaware that you are sending the same copy to your teacher.
- Your teacher, however, will know who you are forwarding the mail to and who you are sending copies to.




You can also send Bcc to more than 1 person!

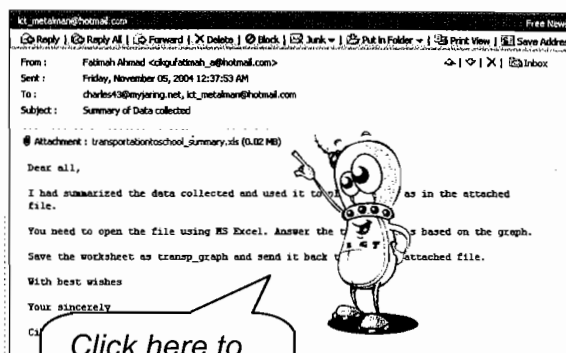


7.3 Attachment

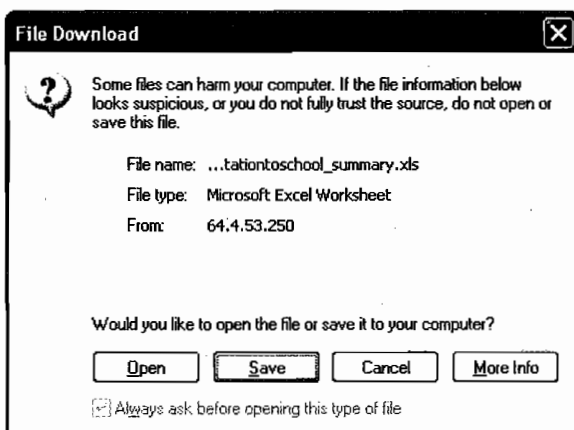
Learning Objectives: 4, 5

Save attachment

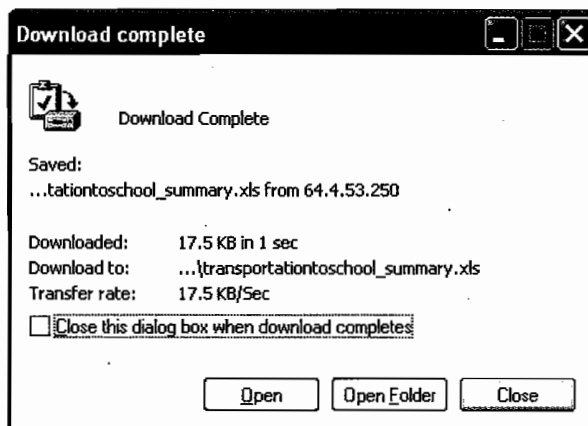
- Your teacher will help to collect the data and email each one of you a copy of the summary.
- Check your inbox for the mail from your teacher.
- Click on the teacher's name (the sender) to open the mail.
- Click
 - Attachment : transportationtoschool_summary.xls (0.02 MB)
- Click  **Download File** to download the attached file.



Download attached file



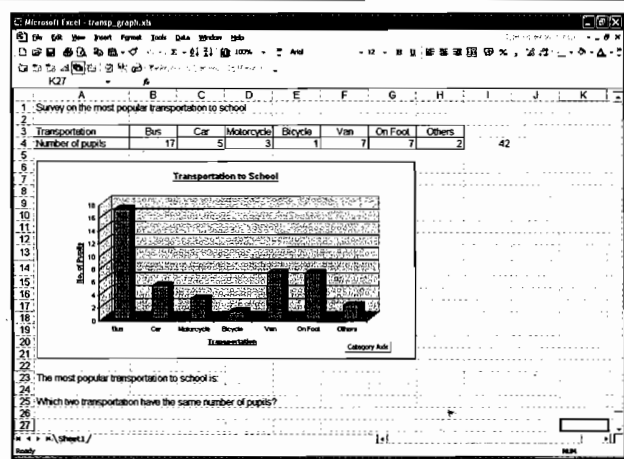
- Click **Save** to save the attached file in your usual folder.




- Click **Close** to close the window when the download is completed.

Open the attachment

- Open the attachment transportationtoschool using MS Excel.
- Based on the graph, answer the two questions under the graph.
- Save the completed worksheet as transp_graph.
- Do a screen snapshot of the graph and paste it into an MS Word document.
- Save the Word document as transportation with graph.



Preparing the mail

- After you have completed the exercise, send the file back to your teacher for checking.
- Open the mail with the file from your teacher.
- Click  Reply.
- Type a simple reply mail.
- You may use your own wording or you may type your mail using the sample text given on the right.

Dear Mr/Ms xxx (your teacher's name),



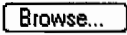

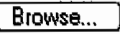

I have completed the exercise as required. I hereby attach the file transp_graph for you to check, please.

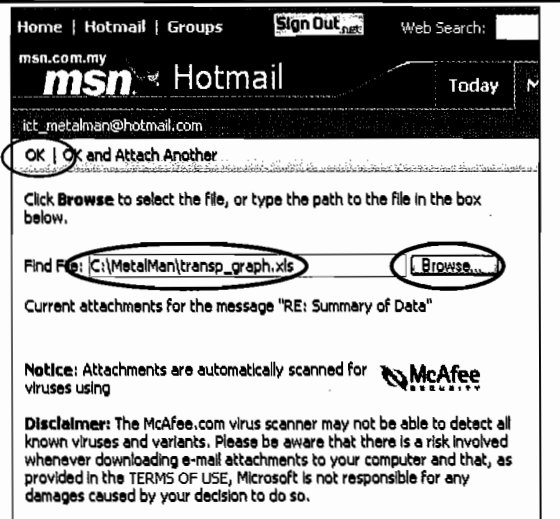
Thank you.

Yours sincerely


XXX (your name)

Attachment

- Click  Attach.
- Select  File.
- Click .
- Locate the file transp_graph that you have saved.
- Click .
- The path and the file name will appear in the box to the left of .
- Click .

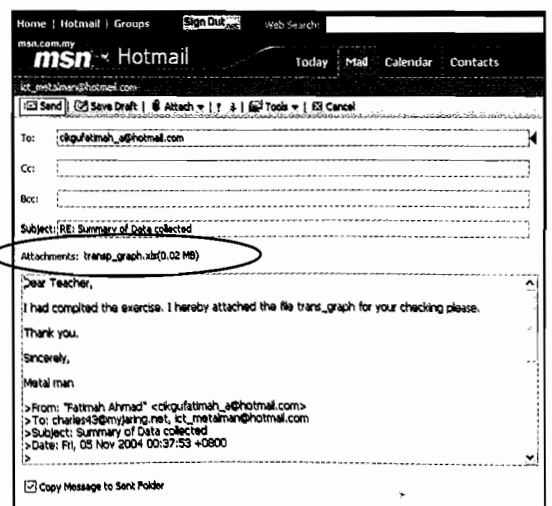


Sending the mail

- Make sure that you see the attachment is indicated just below the subject of the mail.
Attachments: transp_graph.xls(0.02 MB)
- Check that the mail will be copied to the Sent folder.
☒ Copy Message to Sent Folder
- Click  Send to send out the mail with the attachment.
- Make sure that you get the message that your mail has been sent out before you leave hotmail.

Your message has been sent to:


Ahmad, Cikgu Fatimah cikgufatimah_a@hotmail.com



7.4 Managing folders

Learning Objective: 6

Creating a new folder

- Click  Put in Folder.
- Select New Folder.
- Type your name as the name of the new folder.
- Click .
- The new folder is indicated on the right-hand side.

Folders

-  **Inbox**
 -  Junk E-Mail
 -  Sent Messages
 -  Drafts
 -  Trash Can
 -  man
 -  **Metal Man**
- Manage Folders

Home | Hotmail | Groups Web Search:

msn.com.my **msn** Hotmail Today Mail Calendar Contacts

kt_metaman@hotmail.com



New Folder

Folder Name:










This is my name.
Type your name
here.



Move mail to other folder


- Click  Sent Messages to open.
- Click at the small box to the left of the sender's name.
- Click  Put in Folder.
- Select your folder.
- The name of the folder will be highlighted in bold.
- Do a snapshot and place it as a new MS Word document.
- Save the document as managing folder.
- Print a copy and glue it in the space below.

msn.com.my **msn** Hotmail Today Mail Calendar Contacts

kt_metaman@hotmail.com







 New  Delete  Block  Junk  Find  Put in Folder  Mark As Unread

1% of 2MB   From Subject Date Size

 cikguakimah_a@hotmail... RE: Summary of Data collected Nov 5 1KB

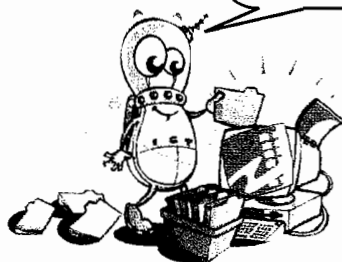
Get Hotmail Plus 1 Message(s)

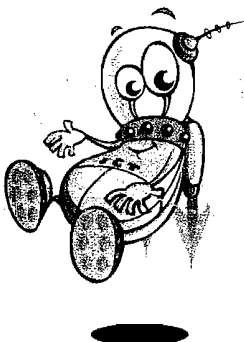
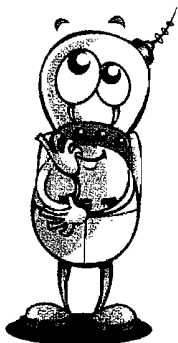
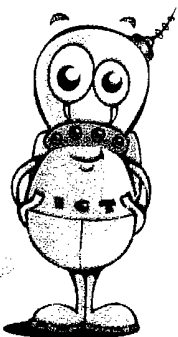
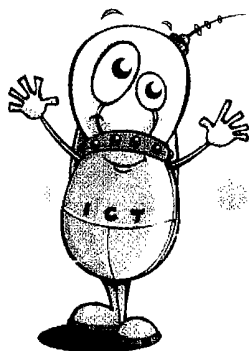
Folders

-  Inbox
-  Junk E-Mail
-  Sent Messages
-  Drafts
-  Trash Can
-  man
-  **Metal Man**

Manage Folders

Glue your
printout
here.

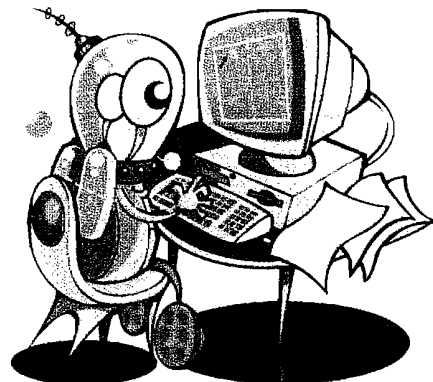




Module 8 Exploring Multimedia

Learning Objectives

	Student is able to:	Pass/ Merit
1	Create a page of text, images and sounds which are activated by appropriately named and positioned buttons	P
2	Use effective page design	P
3	Organise screens and identify appropriate choices and links	P
4	Create pages which offer the user options	M
5	Demonstrate how the presentation meets the needs of the intended audience	M

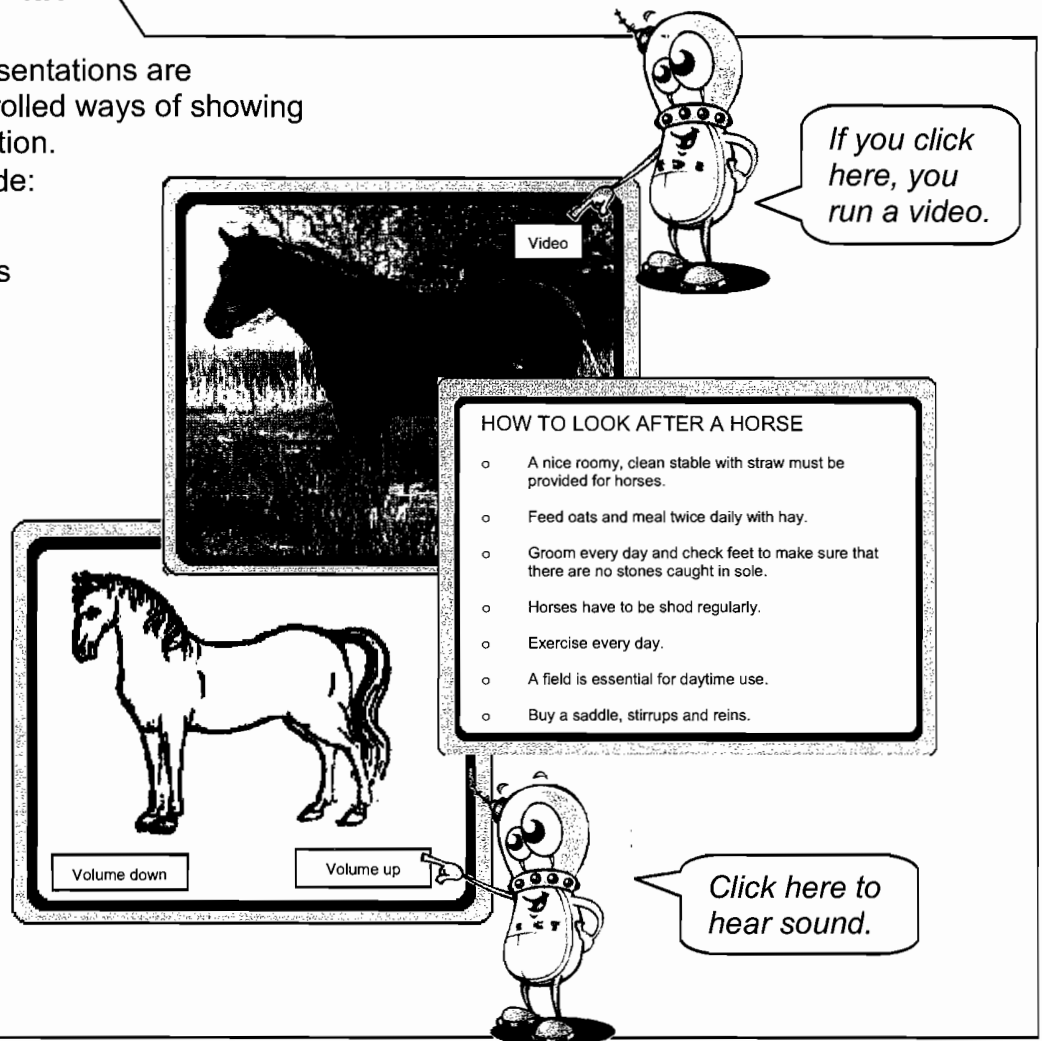


8.1 Learning about multimedia

Learning Objective: (General Info)

What is multimedia?

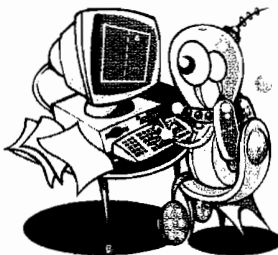
- Multimedia presentations are computer-controlled ways of showing a lot of information.
- They can include:
 - text
 - photographs
 - drawings
 - paintings
 - videos
 - animations
 - sounds.



Slide shows

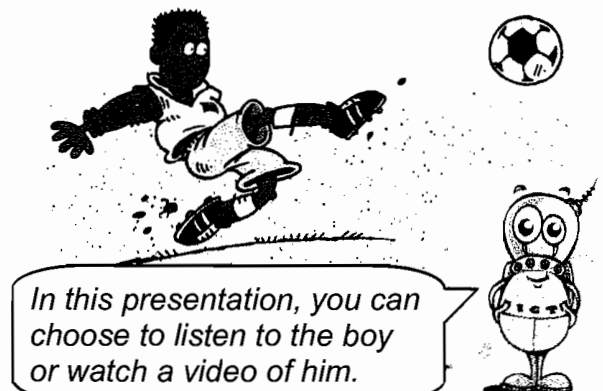
- Slide shows are multimedia presentations, like a TV programme.
- You can't choose what you see next. If you click the mouse, a new slide comes up.
- If you don't click the mouse, you will see a new slide after a few seconds.

A slide show can be a series of photos, sound clips and writing about a wedding or a celebration.



Interactive presentations

- Other presentations let you choose what information you see. These are called interactive presentations.
- You click the buttons to choose what to see or hear next.



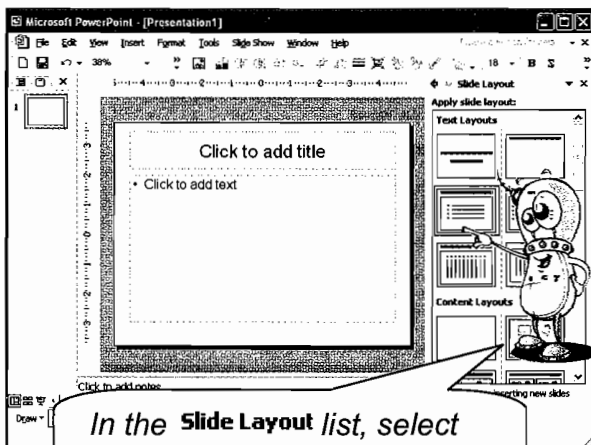
8.2 MS PowerPoint



Learning Objective: 1

Make your first slide

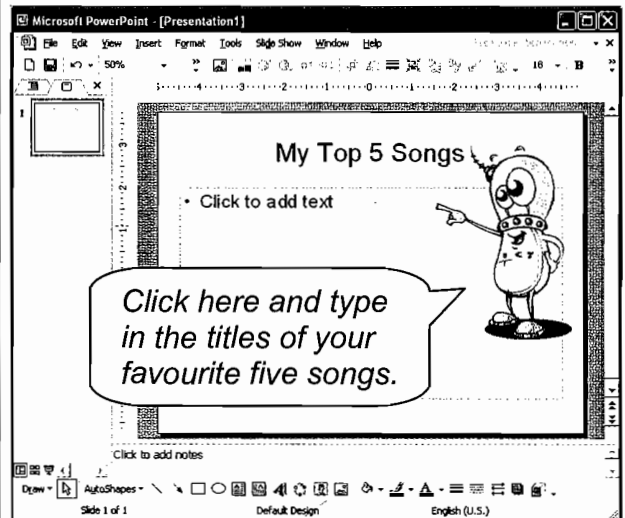
- Click **start**
- Click **All Programs**
- Click **Microsoft PowerPoint**
- Click **File**
- Click **New...**
- Click **Blank Presentation**



In the Slide Layout list, select this text layout.

Add a title

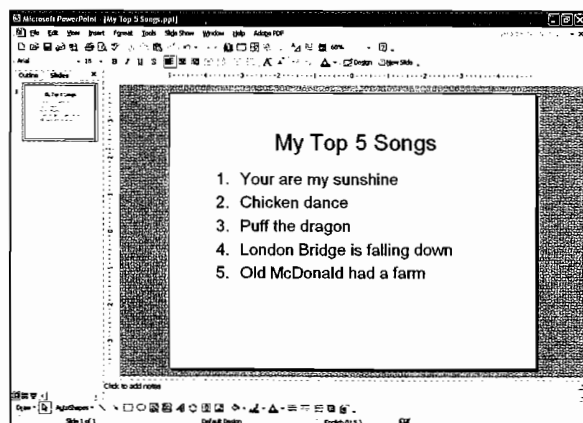
- Click on the title.
- Type **My Top 5 Songs**.



- Put each song title on a separate line.
- Start with the songs that you like best.

Numbers and bullets

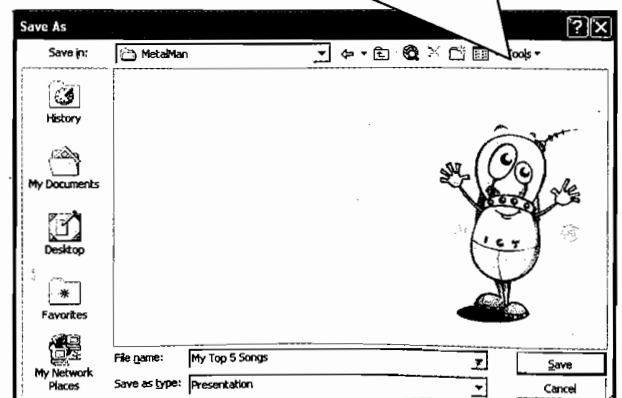
- Select all the text in your list.
- Click to change the bullets to numbers.
- Click to change them back to bullets.



Save your presentation

- Click **File** and select **Save**.
- In the **File name:** box, type a name for your file (e.g. **My Top 5 Songs**).
- Click **Save**.

Remember to save it in a sensible place so that you can find it next time! I saved it in my own folder, MetalMan.



Layers

- Each graphic, for example a picture, a drawing, a shape or a block of text, is on a separate layer. You can see the top layers in front of the others.

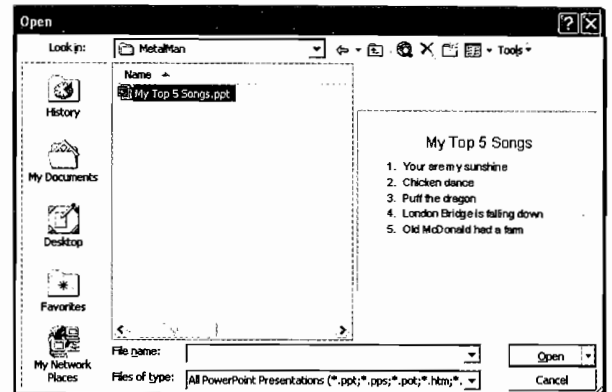


In this slide, the text is in the top layer. The rectangle is in the middle layer and the circle is in the bottom layer.



Open your presentation

- Click **File**.
- Click **Open...**
- Select **My Top 5 Songs** (or whatever filename you have used to save it).
- Click **Open**.

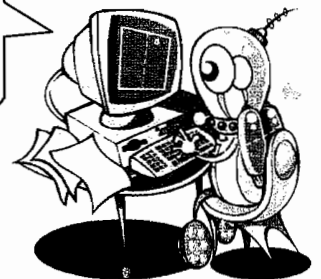







Add graphics

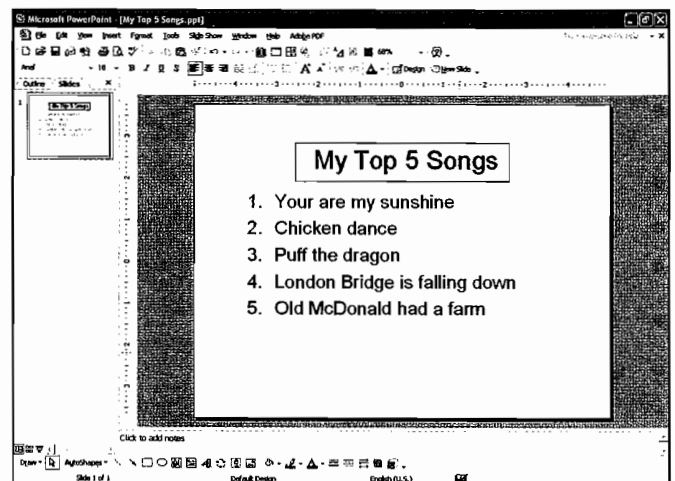
*If the drawing toolbar is not at the bottom of the screen, click **View**, select **Toolbars** and select **Drawing**.*



This puts the rectangle behind the text.



- Click  on the drawing toolbar.
- Click and drag to make a rectangle on your slide.
- Click  to change the thickness of the line.
- Click on the arrow  and choose a fill colour for the rectangle.
- Click on the arrow  and choose a line colour for the rectangle.
- Click on your rectangle and drag it so it is over the title of your slide.
- Click **Draw** and select **Order**.
- Click  **Send to Back**.



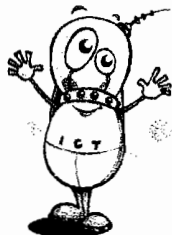
8.3 Adding pictures

Learning Objectives: 1, 2

Picture formats

- Pictures are saved in different formats. Look for these three types of file extension: .jpg .gif .png.
- If you use the Microsoft Paint program to paint your own picture, the picture is normally saved as a .bmp graphic.

.jpg is commonly used for photos and .gif for simple diagrams.



Adding pictures

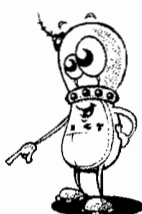
- Click **File**.
- Click **Open...**
- Select **My Top 5 Songs** (or whatever filename you have used to save it).
- Click **Open**.
- Click **Insert**.
- Click **Picture**.
- Click **From File...**
- Select **singing1.jpg**.
- Click **Insert**.

Resize the picture

- Drag one of the corners diagonally to reduce the size of the picture inserted.
- Drag the picture to the bottom left corner of the slide.
- Make sure the picture does not cover any of the text above.



Drag diagonally to reduce its size.



My Top 5 Songs

1. Your are my sunshine
2. Chicken dance
3. Puff the dragon
4. London Bridge is falling down
5. Old McDonald had a farm



More pictures

- Insert one more picture, **singing2.jpg**, at the position shown.
- Adjust its size.
- Insert the next picture, **singing3.jpg**.
- Adjust it to a suitable size as shown.
- Click **Draw** and select **Order**.
- Click **Send Backward**.
- This should put **singing3.jpg** behind **singing2.jpg**.
- To see how your slide looks, click **Slide Show**.
- Click **View Show** **F5**.
- Click **Save** to save your slide.

My Top 5 Songs

1. Your are my sunshine
2. Chicken dance
3. Puff the dragon
4. London Bridge is falling down
5. Old McDonald had a farm

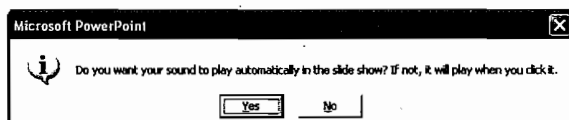


8.4 Adding sounds

Learning Objectives: 1, 2

Adding sounds

- Open the presentation slide My Top 5 Songs again.
- Click **Insert**.
- Click **Movies and Sounds**.
- Click **Sound from File...**
- Select **applause.wav** or any other sound file given by your teacher.



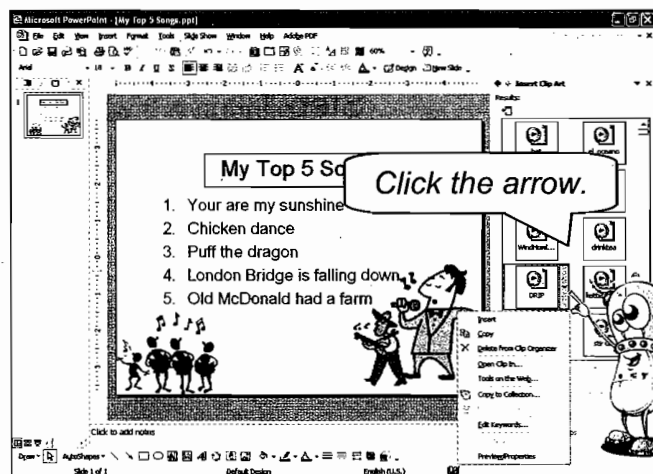
- Click **OK**.
- Click **Yes** to play the sound automatically when the slide comes up.



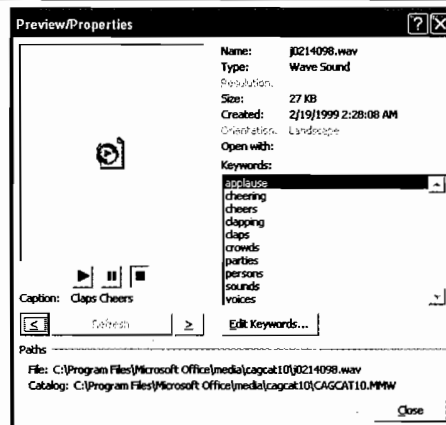
The small speaker icon represents the sound you have just chosen.

Sound from Clip Organizer

- You can also insert a sound clip from the Clip Organizer.
- Click **Insert**.
- Click **Movies and Sounds**.
- Click **Sound from Clip Organizer...**
- Scroll down the list to look at the different sound clips.



- Choose a clip you want to hear.
- Select **Preview/Properties**.
- Click to play the clip.
- Use the media player like a tape recorder or CD control.
- Click **Close**.
- Listen to different clips until you find one you like.



- Click on the arrow of the clip you want and select **Insert**.
- Decide when you want the music to start playing.
- If you click **No**, you will need to click on the speaker icon to play the sound when the slide comes up.
- Move the speaker icon to an empty space below the text block.
- Click .
- Click below the speaker icon.
- Type **Click me to listen to the sound**.
- Click on the arrow and choose **No Fill** to make the box transparent.
- Click on the arrow and choose **No Line** to remove the border.
- Click to save your presentation.


8.5 Linear storyboards

Learning Objectives: 1, 2

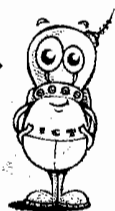
Linear storyboard

- When slides come up one after the other in sequence, we call the presentation a linear storyboard.
- To plan a linear storyboard, draw a series of boxes on a piece of paper. In each box, write a short description of what will be on the slide.

Slide 1: Title

- Click **File** and select **New...**
- Click  **Blank Presentation**
- In the **Slide Layout** list, select the **Title Only**.

Books have covers that tell you what the book is about. A multimedia presentation has a title slide that tells you what it's about.

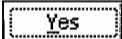


- Click in the text box and type
How to make a cup of tea.

- Insert the picture **tea.jpg** below the title.



Slide 2: Step 1

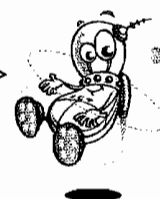
- Click **Insert** and select **New Slide**
- In the **Slide Layout** list select **Title Slide**
- Click on the title and type **Step 1**.
- Move the title box to the top.
- In the main subtitle box, type **Boil some water**.
- Move both the subtitle boxes to the top, below the title.
- Insert the picture **kettle.gif** below the subtitle. Adjust it to a suitable size.
- Insert the sound file **kettlewhistle.wav**.
- Click  **Yes** to play the sound automatically when the slide comes up.
- Click and select the speaker icon.
- Move the speaker icon to the bottom below the kettle.
- The icon must be visible for this exercise so as to provide evidence for inserting the sound clip.

Step 1

Boil some water



Get the animated picture of the kettle and the sound file from your teacher. Put them in your folder.



Slide 3: Step 2

- Click **Insert** and select **New Slide**.
- In the **Slide Layout** list select **Title Slide**.
- Click on the title and type Step 2.
- Move the title box to the top.
- In the main subtitle box, type Put the tea bag in the cup.
- Move both the subtitle boxes to the top, below the title.
- Insert the picture emptycup.jpg.
- Insert another picture teabag.jpg.
- Position the teabag on top of the cup so that it looks as though the tea bag is dropping into the cup.

Step 2

Put the tea bag in the cup



Slide 4: Step 3

- Click **Insert** and select **New Slide**.
- In the **Slide Layout** list select **Title Slide**.
- Click on the title and type Step 3.
- Move the title box to the top.
- In the main subtitle box, type Pour the water in the cup.
- Move both the subtitle boxes to the top, below the title.
- Insert the picture pouringwater.gif below the subtitle.
- Insert the sound clip pourwater.wav.
- Place the speaker icon at the bottom below the picture.

Step 3

Pour the water in the cup



Slide 5: Step 4

- Click **Insert** and select **New Slide**.
- In the **Slide Layout** list select **Title Slide**.
- Click on the title and type Step 4.
- Move the title box to the top.
- In the main subtitle box, type Stir the tea and leave it for 2 minutes.
- Move both the subtitle boxes to the top, below the title.
- Insert the picture stirtea.jpg below the subtitle.
- Insert the sound file stircup.wav and place the speaker icon at the bottom below the cup.

Step 4

Stir the tea and leave it for 2 minutes



Slide 6: Step 5


- Click **Insert** and select **New Slide**.
- In the **Slide Layout** list select **Title Slide**.
- Click on the title and type **Step 5**.
- Move the title box to the top.
- In the main subtitle box, type **Add sugar and/or milk**.
- Move both the subtitle boxes to the top, below the title.
- Insert the picture **sugarmilk.jpg**.

Step 5

Add sugar and/or milk



Slide 7: Enjoy your tea!

- Click **Insert** and select **New Slide**.
- In the **Slide Layout** list select **Title Slide**.
- Click on the title and type **Enjoy your tea!**
- Move the title and subtitle boxes to the top.
- Insert the picture **teaready.gif** below the title.
- Insert the sound clip **drinktea.wav**.
- Place the speaker icon below the picture.
- Adjust it to a suitable size.
- Click  to save your presentation as **How to make a cup of tea**.

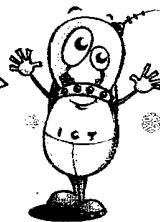
Enjoy your tea!




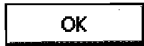




Moving between your slides

- View the first slide.

Any object in your presentation that does an action when you click it is called a hotspot.



- Click **AutoShapes** on the drawing toolbar.
- Click **Action Buttons**.
- Select the button that points to the right .
- Click on the right bottom corner of the first slide. Drag to draw a small button.
- In the **Action Settings** dialogue window, select **Mouse Click**.
- Select **Hyperlink to:** button .
- Select **Hyperlink to:** box, click , select **Next Slide** and click .

Action Settings  


Mouse Click | Mouse Over

Action on click:

☐ None

☒ **Hyperlink to:**

Next Slide



☐ Run program: 

☐ Run macro:




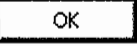








☐ Object action:

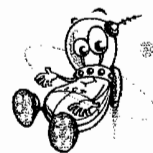
☐ Play sound: [No Sound]

☒ Highlight click






 

Going back

- View the next slide.
- Click **Action Buttons**.
- Select .
- Drag to draw the button at the left bottom corner of the slide.
- In the **Action Settings** dialogue window, select **Mouse Click**.
- Select **Hyperlink to** button .
- Select **Hyperlink to** box, click .
- Select **Previous Slide** and click .
- Copy  action button and paste it in the right-hand bottom corner of the slide.
- Paste the same action button in the right-hand bottom corner of slides 3, 4, 5 and 6.
- Copy  and paste it in the left-hand bottom corner of slides 3, 4, 5, 6 and 7.
- Do not paste  on the last slide.
- Do not paste  on the first slide.
- Use the textbox tool  to insert a text box below .
- Type **Next**.
- Use the textbox tool  to insert a text box below .
- Type **Previous**.
- Copy these two text boxes to all the other slides.



Slide show

- To view the slide show, click **Slide Show**.
- Click  **View Show**.
- You can also click the  icon.
- Another way is to simply tap .
- Tapping  at any time during the show will terminate the slide show and return to the edit mode of PowerPoint.
- Use one of the above methods to view your presentation.
- As you watch the presentation, check for spelling mistakes and the layout of the presentation.
- When you are satisfied with the presentation, click  to save it again.

Review

- Study the presentation you have just created.
- Which of the following types of audience can we show the presentation to?
 - ☐ Kids from kindergarten
 - ☐ Secondary pupils
 - ☐ Working adults
 - ☐ Tourists
- What was the purpose of inserting the pictures?

- Which do you prefer, static pictures or animated pictures? Why?

- Do you think adding sound effects makes the presentation more interesting and appealing to the audience?

8.6 Complex tree storyboards

Learning Objectives: 1, 2

Complex tree storyboard

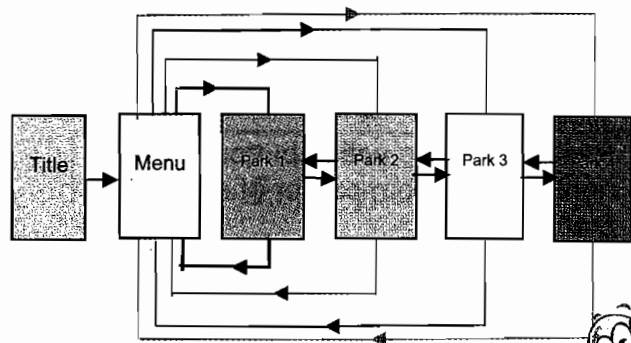
When we don't link slides in a fixed order, we call this a complex tree presentation. In complex tree presentations, you can link each slide to more than one slide.



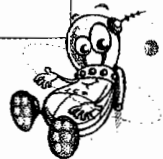
- Create a storyboard on paper for your complex tree presentation.
- Draw a box for each slide.
- Write the headings you will put on each slide.
- Draw an arrow from each box to show the links between the slides.

National parks


- Your school Geography Club has requested that you help to prepare a presentation on the National Parks of Sarawak, the largest state in Malaysia.
- They would like to see some photos of each of the National Parks and any other relevant graphics like logos.
- Each National Park must also have a description of it.

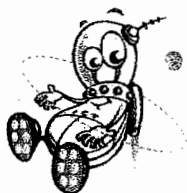


You may need more boxes for this project.



National Parks presentation

- Click **File** and select **New...**
- Click ☐ **Blank Presentation**
- In the **Slide Layout** list, select **Title Only**
- Click **Format**
- Select  **Slide Design...**
- Scroll down the side scroll bar.
- Double click to select a background from the list displayed.
- Click in the text box and type:
National Parks of Sarawak,
The largest state in Malaysia.



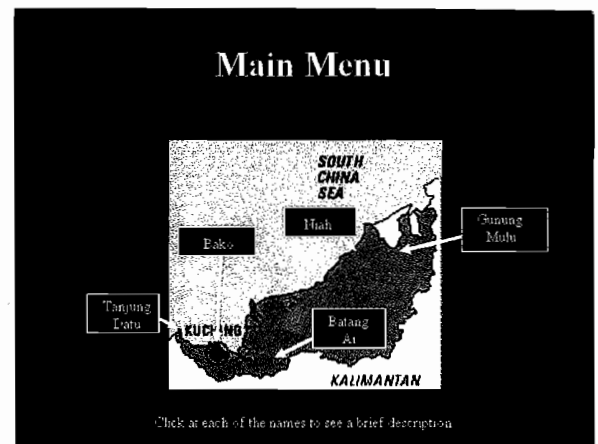
I selected the maple.pot slide design. Do you like it?

8.7 Main menu

Learning Objectives: 1, 2

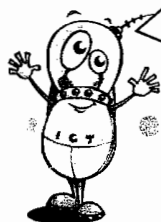
Main menu

- Insert a new slide.
- Use the Title Only slide layout.
- Type Main Menu as the title.
- Insert the map of Sarawak sarawakmap.jpg.
- Follow the positions of National Parks as seen on the right, type the names using textbox: Tanjung Datu, Bako, Niah, Gunung Mulu, Batang Ai.
- Use textbox to add an instruction below the map:
Click at each of the names to see a brief description.



Description of each slide

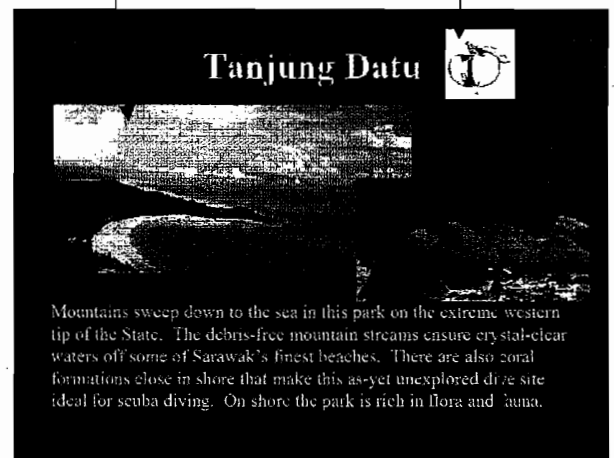
- Create a slide to describe each of the National Parks of Sarawak.
- You can follow the sample slide given or use your own creativity to produce the slide based on the information and graphics given.
- Insert a new slide.
- Use the Title and Text slide layout.
- Type Tanjung Datu as the title.
- Insert the logo of the park, LogoTD.jpg and place it next to the title.
- Insert the photo Tg-Datu.jpg, and resize it to the appropriate size as shown in the completed sample slide.
- Insert another photo, TanjungDatu.jpg, resize it and place it on top of the first photo.
- Arrange the two photos as shown.
- Insert a text box and type the description.
- Place it below the photos.



To put a photo behind another photo, first select the photo, click on Draw ▾, select Order ▸, select Send to Back.

Tg-Datu.jpg

LogoTD.jpg

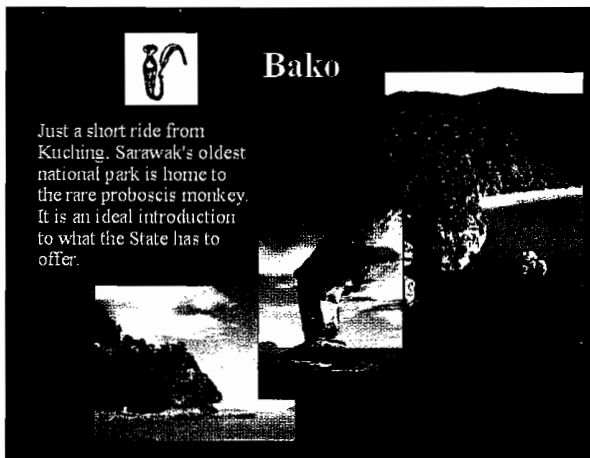


Completed slide

TanjungDatu.jpg

Mountains sweep down to the sea in this park on the extreme western tip of the State. The debris-free mountain streams ensure crystal-clear waters off some of Sarawak's finest beaches. There are also coral formations close in shore that make this as-yet unexplored dive site ideal for scuba diving. On shore the park is rich in flora and fauna.

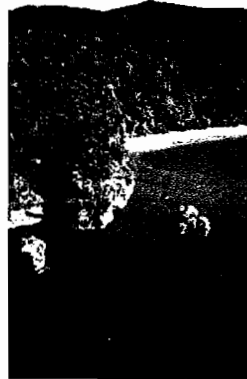
Bako



- Based on the sample slide shown above, create a slide to describe the Bako National Park.



Logobako.jpg



Bako1.jpg



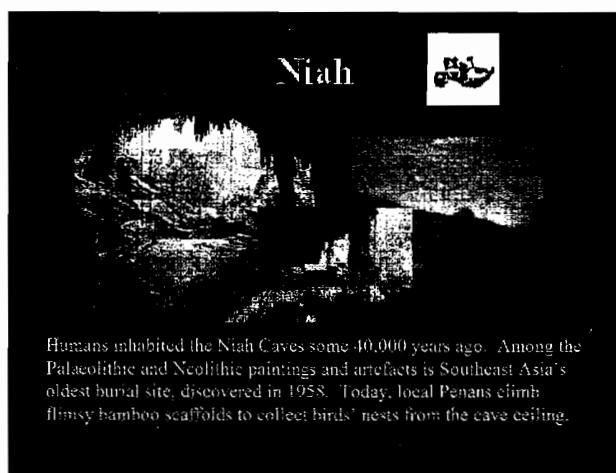
Bako2.jpg



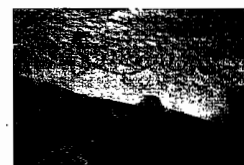
Bako3.jpg

Just a short ride from Kuching, Sarawak's oldest national park is home to the rare proboscis monkey. It is an ideal introduction to what the State has to offer.

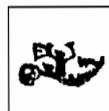
Niah



Niah1.jpg



Niah2.jpg



Logoniah.jpg



Niah3.jpg

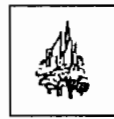
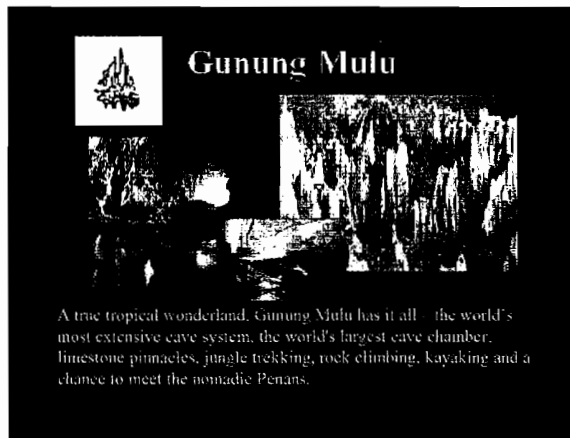
- Based on the slide above, create one new slide for Niah National Park.

Humans inhabited the Niah Caves some 40,000 years ago. Among the Palaeolithic and Neolithic paintings and artefacts is Southeast Asia's oldest burial site, discovered in 1958. Today, local Penans climb flimsy bamboo scaffolds to collect birds' nests from the cave ceiling.

8.8 More slides

Learning Objectives: 1, 2

Gunung Mulu



Logomulu.jpg



Mulu1.jpg



Mulu2.jpg

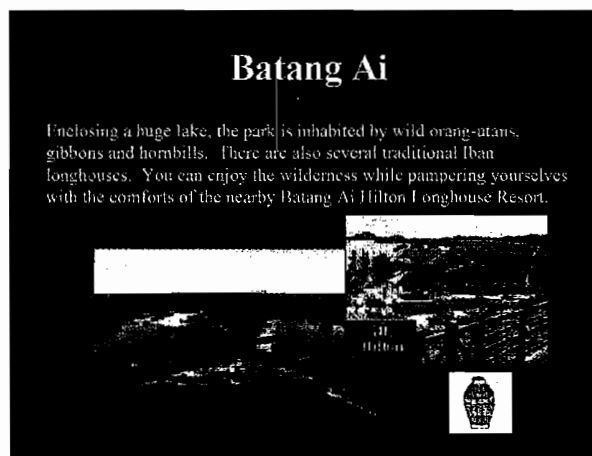


Mulu3.jpg

- Based on the sample slide shown above, create a slide to describe the Gunung Mulu National Park.

A true tropical wonderland, Gunung Mulu has it all - the world's most extensive cave system, the world's largest cave chamber, limestone pinnacles, jungle trekking, rock climbing, kayaking and a chance to meet the nomadic Penans.

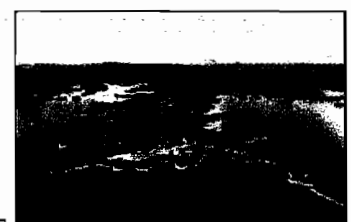
Batang Ai



Logobatangai.jpg



Batangai2.jpg



Batangai1.jpg

- Based on the slide above, create one new slide for Batang Ai National Park.

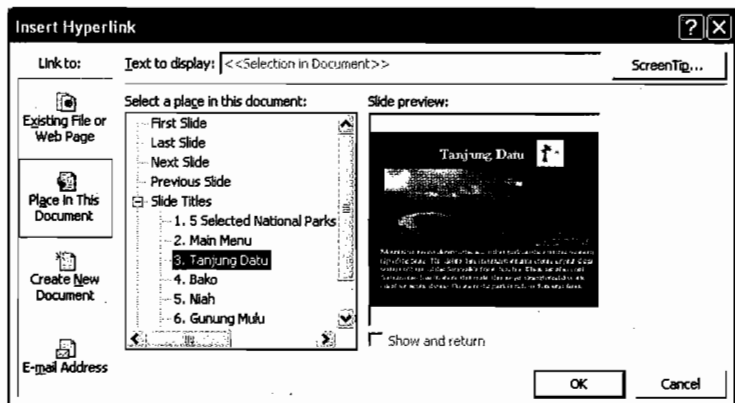
Enclosing a huge lake, the park is inhabited by wild orang-utans, gibbons and hornbills. There are also several traditional Iban longhouses. You can enjoy the wilderness while pampering yourselves with the comforts of the nearby Batang Ai Hilton Longhouse Resort.

8.9 Linking the slides



Learning Objective: 4

Hyperlinks

- View slide 2 Main Menu.
- Highlight the name Tanjung Datu.
- Click **Insert**.
- Select **Hyperlink...** **Ctrl+K**.
- Select **Place in This Document**.
- Select 3. Tanjung Datu from the slide titles window.
- Click **OK**.
- Repeat to establish the links for all the other parks.





Create action buttons


- Go back to view slide 3 – Tanjung Datu.
- Click **AutoShapes**.
- Select **Action Buttons**.
- Select return .
- Draw the return icon at the bottom right corner.
- Use textbox to put the label **Main Menu** next to the return icon.
- Link it to the Main Menu slide.
- Copy the return icon  and paste it onto slides 4 to 7.
- Link slides 4 to 7 to the Main Menu slide.

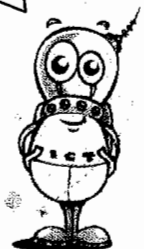


Put the return icon here.

Testing

- Click  to save your presentation.
- Go back to view the first slide.
- Click  to run the slide show.
- Run through the slide show slide by slide.
- Make sure all the hyperlinks from the names of the parks to each individual slide work.
- Make sure all the links associated with the return icon bring you back to the Main Menu.
- When you are satisfied with all your links, save your presentation again.

Once you establish a link, the link is indicated by the underline. If you point to the link, the mouse pointer will change its shape to . Click at each link to make sure that they are linked to the correct slide.



8.10 Self-evaluation

Learning Objective: 5

Evaluation

- The presentation of National Parks of Sarawak is targeted to the Geography Club members. Do you think that it has met the needs of the members?
- Run the presentation and evaluate the slides.
- What are the strong points or weaknesses of the slides?
- Look at the following features and comment:
 - Are the contents and instructions on the Main Menu clear to the audience?

 - Why do you think a map is provided on the Main Menu?

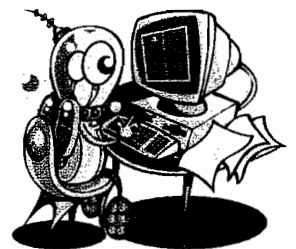
 - With the help of the map, do you think all the members know the location of each of the National Parks?

 - Are the maps useful in helping the audience to identify the National Parks better?

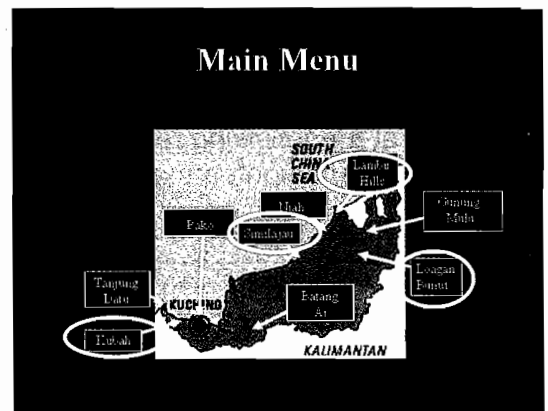
 - Why do you think we insert colourful photos?

 - Which do you prefer, colourful photos or just plain text?

 - Identify the weaknesses and suggest how they can be improved.



- There are actually more than 5 National Parks in Sarawak.
- You will be given the related logos, photos and descriptions of each of the National Parks.
- First of all, add 4 more names on the main menu (refer to the map on the right for the locations): Similajau, Lambir Hills, Loagan Bunut and Kubah.
- Create a new slide for each of these four National Parks.
- You can choose any layout that you like.
- All the slides must be linked from the Main Menu and be able to return back to the Main Menu.



A combination of golden sandy beaches and rainforest make the park perfect for bird watching, bathing, trekking, coastal cruises and viewing the wildlife.



Logosimilajau.jpg



Similajau1.jpg



Similajau2.jpg



Similajau3.jpg



Similajau4.jpg

- Besides the logo, choose 2 or 3 photos from the list above.
- Arrange the photos, resized if necessary, so that they are not too crowded.
- Link back to the Main Menu.

Logolambir.jpg



Lambir1.jpg



Lambir2.jpg



Lambir3.jpg



Lambir4.jpg

Now known to be the world's most bio-diverse forest, Lambir Hills is home to more than 1,000 species of tree. There are plants and insects here that have not yet been discovered as well as waterfalls and bathing pools for a quick dip.

- Besides the logo, choose 2 or 3 photos from the list above.
- Arrange the photos, resized if necessary, so that they are not too crowded.
- Link back to the Main Menu.

Loagan Bunut National Park



Logoloagan.jpg



Loagan1.jpg



Loagan2.jpg



Loagan3.jpg



Loagan4.jpg

The centrepiece of this park is a unique disappearing lake. Normally Loagan Bunut is a scenic lake, Sarawak's largest, but in the dry season it shrinks and disappears. It is an ideal spot for bird watchers and anyone interested in the culture of the Berawan people who inhabit the lake and have developed distinctive fishing practices.

- Besides the logo, choose 2 or 3 photos from the list above.
- Arrange the photos, resized if necessary, so that they are not too crowded.
- Link back to the Main Menu.

Kubah National Park



Logokubah.jpg



Kubah1.jpg



Kubah2.jpg



Kubah3.jpg



Kubah4.jpg

Just 20 km from Kuching, the capital city of Sarawak, Kubah's waterfalls, crystal-clear rivers and plant life make it a popular day trip for locals as well as visitors.

- Besides the logo, choose 2 or 3 photos from the list above.
- Arrange the photos, resized if necessary, so that they are not too crowded.
- Link back to the Main Menu.
- Save your presentation.
- Test your presentation to ensure that the slides are linked properly.



Congratulations! You have reached the end of Next Steps. Are you ready for the assessment test?

